

others.  
- DERIVATIVES **charity**  
**charity** • n. (pl. **-ies**)  
help and raise money  
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## What is a Donation Transaction?

Student organizations may make donations from their generated revenue line only. All donation transaction must be made to an approved charity that has 501(c)(3) status and is approved by the Internal Revenue Service.

Please follow these easy steps to make a donation to an outside charity.



To find a charity that is a 501C3 please review:

<https://www.irs.gov/charities-non-profits/exempt-organizations-select-check> to make sure they have the proper status.

Please note the organization or charity you wish to donate to MUST be on the IRS site. Go Fund Me, individuals, foreign entities, or charities not included on this site cannot be processed.

If you are donating to a Rutgers University area, please contact the SABO for additional details.

The screenshot shows the IRS website's 'Exempt Organizations Select Check' page. At the top, there is the IRS logo and a navigation menu with links for Filing, Payments, Refunds, Credits &amp; Deductions, News &amp; Events, Forms &amp; Pubs, Help &amp; Resources, and for Tax Pros. A search bar is located in the top right corner. The main content area features a sidebar with a list of categories: Charitable Organizations, Churches &amp; Religious Organizations, Political Organizations, Private Foundations, Other Non-Profits, and Contributors. The main text area is titled 'EO Select Check' and includes a description of the tool, a list of bullet points detailing eligibility criteria and data update dates, and a 'Click This Button' call to action. A 'Search Tips' section is also present, along with a 'Note' about the Statistics of Income Division's list of exempt organizations and a 'FOR RELATED INFORMATION SEE' section with several links.



## Step-by-Step Instructions:

1. The Treasurer needs to log into SABO (<https://secure.rutgers.edu/sal/login.aspx>).

Please log in with your Rutgers University NetID by clicking below

Login

2. Click on Check Request.

Next, "Select" the Line Code from which you plan to Withdrawal the funds. This will bring you to the "Who Are You Paying?" screen.

Code	Description	Balance
Select 077	INVOLVEMENT FAIR ALL	\$0.00
Select 137	MISC GENERATED REVENU	(9400.00)
Select 317	OVERHEAD EXPENSES	\$0.00
Select 345	PROGRAMS	\$0.00
Select 700	SPECIAL ALLOCATION	\$0.00

3. Enter your account number.

4. Select your line code 137 generated revenue.

5. Choose Donations.

Now, select the entity you will be paying with this Check Request.

Also note the "continue" and "back" buttons. Use these instead of browser buttons. Using the browser "back" button will interfere with the entry of your information.

6. Fill out the required information.

In some form screens, more information will be pre-filled. Defaults may include Transaction Codes (Cash Advance), address information, and the first approver already being selected. This information is generated by answering the questions and prompts in the SABO system.

Account Information	Payee Information
Account: 000   Balance: \$754.89	Payee NetID: [ ]   Verify
Line Code: 137   MISC GENERATED REV   Change	Name: [ ]
	Address: [ ]
	City: [ ]   State: [ ]   Zip: [ ]
	Purpose of Request: [ ]

Transaction Code(s)	Description	Amount
Select . . .	[ ]	\$ [ ]
Total Transaction Amount		\$0.00
Line Code Balance		\$754.89

Check Information: Full Description [ ]

Who, What, Where, When - Please provide all necessary details. (Max. 200 chars)

Check Delivery:  Pick-up  Mail to address in Payee info

Approver Information: 1. [ ] 2. Select . . .

Please select two approvers. In the drop down list above, the first approver contains both "Students/Officers" and "Administrators". The second approver contains only "Administrators"

7. Always select your Advisor as your approver.

8. SABO will approve when it is a verified 501C3.

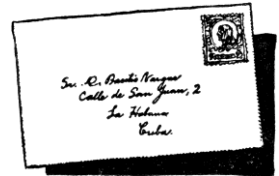
9. SABO will mail out the check requesting a receipt for the donation.



### Tips for Donation Transaction:



- Must be a 501C3 entity recognized by the Internal Revenue Service.
- Address needs to match the charity.



- If the status of the organization and tax identification number cannot be found, the check will not be processed



- The charity must be in the United States



- No documentation is needed as long as there is a Tax ID number and is found in the IRS database

**FEDERAL TAX I.D. NUMBER**