

BEST PRACTICES FOR FORM SUBMISSION



Email saabo@jjay.cuny.edu for questions and concerns.

System Requirements

PC Users

1. Adobe Acrobat X Pro or later (contact the HelpDesk ext. 8200 to install on your computer)
2. Internet Explorer 11 or later (download here <https://www.microsoft.com/en-us/download/internet-explorer-11-for-windows-7-details.aspx>)

Mac Users

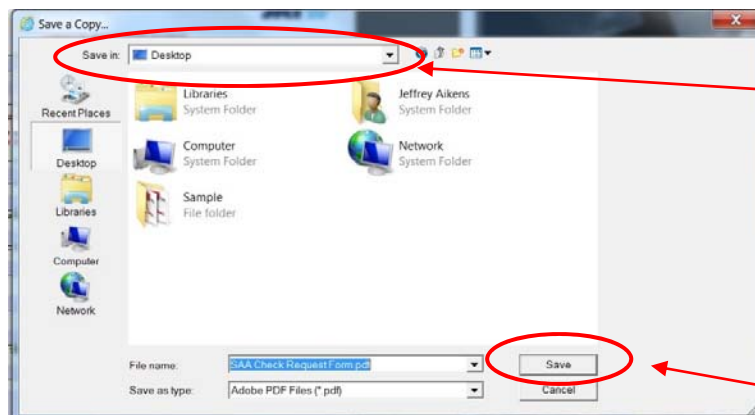
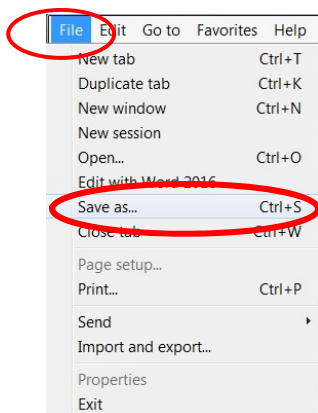
1. Adobe Acrobat X Pro or later (contact the HelpDesk ext. 8200 to install on your computer)
2. Safari web browser is included on OS X

Download Forms to Computer

Note: SAA Forms should be downloaded from the website on a monthly basis. Forms are updated routinely to address new information or fix minor issues.

PC Users

1. Open the Internet Explorer web browser and visit www.jjay.cuny.edu/saabo
2. Go to the *Forms and Policies* section of the website
3. Click on your preferred form to open document
4. Go to *File > Save As >*
5. Choose the location you want to save your document and click save

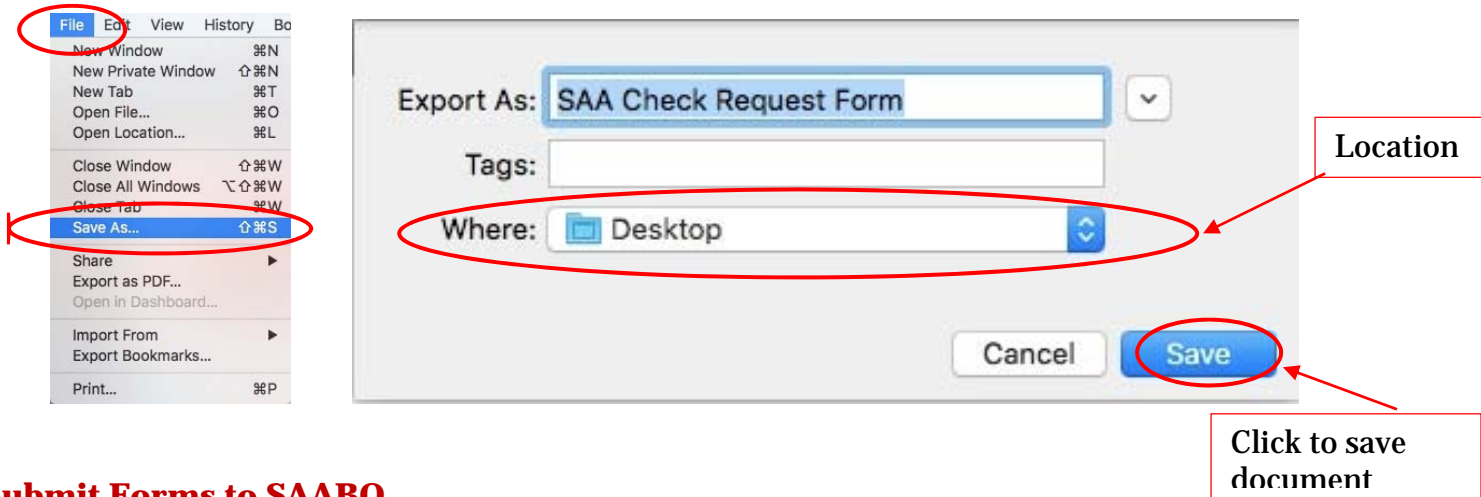


Location

Click to save document

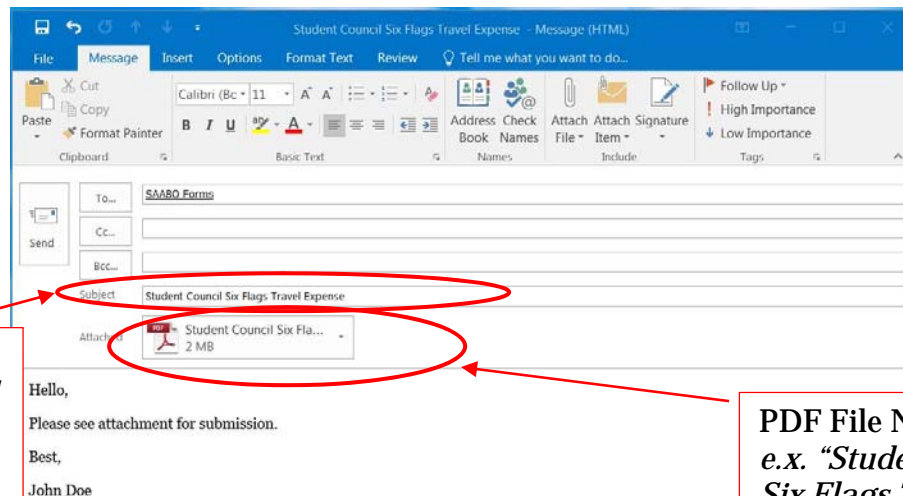
Mac Users

1. Open the Safari web browser and visit www.jjay.cuny.edu/saabo
2. Go to the *Forms and Policies* section to find forms
3. Click on your preferred form to open document
4. Go to *File > Save As >*
5. Choose the location you want to save your document and click save



Submit Forms to SAABO

1. All forms/documents must be emailed in PDF format to saaboforms@jjay.cuny.edu.
2. The email subject line must contain the name of budget, vendor name, budget category (ex. *Student Council Six Flags Travel Expense*). Additional information to include in subject line of email (if applicable) is date of event.
3. All MBJ payment request should contain the name of budget, vendor name, invoice number, date of event (ex. *Student Council MBJ Invoice 23154 Date 2-3-2017*)
4. PDF files submitted should contain the name of budget, vendor name, and budget category (ex. *Student Council Six Flags Travel Expense.pdf*)



Email Subject Line:
e.x. "Student Council Six Flags Travel Expense"

PDF File Name:
e.x. "Student Council Six Flags Travel Expense.pdf"

5. If your submission has not been accepted by the SAABO, please make sure to resubmit all documentation with any additional information requested. Email submissions that only contain the missing information will not be accepted.