Hello UConn Student Org Treasurers,

As the Connecticut Stay Safe, Stay Home initiative continues beyond the end of the spring semester and into summer, Student Activities Business Services (SABS) will continue the implementation of services in a remote environment.

Deposit of checks payable to student organizations

Student organizations that have collected, or continue to collect, checks and did not have the opportunity to deposit them prior to the SABS office closure can now send the checks by first class mail to SABS for deposit into their account. All documentation as required for an in person deposit should also be included. This includes:

- Checks made payable to the student organization
  - Endorse the back of the check with org name and number
- Completed Deposit slips
- Verification, such as receipts, tally sheets, etc.

The address to mail the checks is:

UConn- Student Activities Business Services
c/o Carol Chesko-Cavallaro
1206 Storrs Rd.
Suite C #340
Mansfield, CT 06268

Treasurers will receive an e-mail notification when deposits have been processed. Officers also have access to online account activity through UConntact. This check depositing process will be available during the Stay Safe, Stay Home period only, once over, checks must be deposited in person.

The process of disbursing student org funds is anticipated to be rolled out within the next week.

The following services are currently available as of April 17, 2020:

- NEW - Mail checks for deposit in organization account
- Deposit of collected cash through UConntact/Marketplace
- Marketplace online sales
- Daily online banking activity posted to UConntact
- Online request for Income and Expense Reports

We appreciate your patience during this time.

Business Services Contact Information
www.dsabusinessservices.uconn.edu
dsabusinessservices@uconn.edu

Thank you,
Diane L. Bordeleau
Assistant Director of Student Activities
Director of Student Activities Business Services