Hello UConn Student Org Treasurers,

As the University continues to work in a mostly virtual environment, Student Activities Business Services (SABS) will continue to provide services that enable financial officers to conduct business in a way that allows for compliance with University safety protocols during the pandemic.

**Deposit of cash and checks payable to student organizations – for Treasurers on campus**

Depositing funds on campus for student organizations is now a four-step process:

**Step 1:** Prepare the deposit (count the money and complete a Deposit Slip). Additional blank deposit slips may be found in the folder on the side of the After Hours Drop Box (AHDB). The AHDB is located in the Student Union, on the second floor, across from the Information Center.

**Step 2:** Complete a SABS After Hours Drop Box Notification form using this link: [https://uconntact.uconn.edu/submitter/form/start/442019](https://uconntact.uconn.edu/submitter/form/start/442019). An option to confirm the deposit amount is to use the included Deposit Calculation tool.

**Step 3:** Place the funds and all documentation in the sealable plastic deposit bags provided by SABS. Bags may be found in the folder on the side of the After Hours Drop Box. Sealable deposit bags should include:

- Cash and coin collected
- 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.

**Step 4:** Place deposit in the AHDB.

Treasurers will receive an e-mail notification once deposits have been processed.

**Deposit of checks payable to student organizations NO CASH – for Treasurers off campus**

For off campus treasurers, checks made payable to the organization may be mailed to the address below. A completed deposit slip and verification should be included.

The mailing address for check(s) is:

Student Activities Business Services  
University of Connecticut  
2110 Hillside Rd. U-3008  
Storrs, CT 06269

Treasurers will receive an e-mail notification once deposits have been processed.

**CASH SHOULD NEVER BE PUT IN THE MAIL**

If you are located off campus and have cash to be deposited, contact us at the e-mail address below or call (860) 486-3163 and leave a voice message.
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