HOW TO

MAKE A DEPOSIT

Tools for Treasurers with a Business Services Bank Account
What Do I Need?

- Deposit slip (online or paper copy)
- Funds being deposited:
  - Checks
  - Cash (Paper Currency)
  - Coin
- Verification
Step One: Enter Header

Enter today's date.

Enter your organization name.

Enter your Organization ID.

Tip: Find your Org ID on the Home Page of your Organization on UConntact.
Step Two: Review Checks

If you are depositing a check, verify the following:

1. This is not required
2. Current date
3. Your organization name
4. Numerical amount
5. Written amount
6. Signature
7. This is not required

Endorse the back of the check:
- Organization bank ID
- Organization name

Tip: The numerical amount and the written amount must match.
Step Three: Count Funds

- Calculate amount of coin.
- Calculate amount of currency (cash).
- Add up checks.
- Sum all funds for total deposit.
Step Four: Enter Amounts

Fill in total amounts of:
- Coin
- Currency (cash)
- Checks

Enter total amount of deposit.

<table>
<thead>
<tr>
<th>Date</th>
<th>Organization Name</th>
<th>#</th>
<th>Org ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University of Connecticut</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Activities Business Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Organizations Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DEPOSIT SLIP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMEMBER VERIFICATION:**
All deposits must be accompanied by verification.
(i.e. receipts, tickets, inventory sheets, tally sheets)

**PLEASE ENDORSE YOUR CHECKS.**

**TOTAL:**

<table>
<thead>
<tr>
<th>(from chart of accounts)</th>
<th>INCOME CODE</th>
<th>AMOUNT</th>
<th>DESCRIPTION (What, Where, When)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Types of Verification

- Electronic/Manual Receipts – unique or one-time income
- Printed Tickets/Ticket Rolls – admission to events
- Tally Sheets – lower-priced items, food sales
- Inventory Sheets – pre-ordered sale items

Tip: All forms of verification must originate through SABS.
Step Five: Review Verification

- All funds deposited must be verified.
- Total your verification.
- If total verification:
  - Matches total funds, move to next step
  - Does not match total funds:
    - Count again
    - Determine reason for discrepancy
Step Six: Income Code(s)

Enter income code(s) from Chart of Accounts.

Tip: Access the Chart of Accounts online - [Chart of Accounts.pdf]
Step Seven: Amount(s)

Enter amount for each income code.
Step Eight: Description(s)

- **WHAT**
  - What was sold or how was the money generated?

- **WHERE**
  - From whom (or from what event) was the money received?

- **WHEN**
  - When was the money collected?
Step Nine: Make the Deposit

- Use the After-Hours Drop box:
  - Located in SU next to Convenience Store.
  - Use an after-hours deposit bag.
  - Place funds in the bag.
  - Include deposit slip and verification.
  - Seal bag and place in box.
  - You will be notified when deposit is processed.

- In-person deposits - visit SABS for manual processing.
University of Connecticut  
Business Programs, Services and Initiatives  
Student Organizations Fund  
DEPOSIT SLIP

<table>
<thead>
<tr>
<th>Date</th>
<th>Organization Name (Full Name, No Abbreviations)</th>
<th>Org ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/20</td>
<td>Men's Crew</td>
<td>10038</td>
</tr>
</tbody>
</table>

REMEMBER VERIFICATION:  
All deposits must be accompanied by verification.  
(i.e. receipts, ticket sales, inventory sheets, tally sheets)

PLEASE ENDORSE YOUR CHECKS.

Breakdown deposit total by income subcode: for each subcode write the designated amount and a brief description.

<table>
<thead>
<tr>
<th>INCOME CODE</th>
<th>AMOUNT</th>
<th>DESCRIPTION (what, where, when)</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>120000</td>
<td>Dues, Members, Fall 2020</td>
</tr>
<tr>
<td>520.3</td>
<td>2700</td>
<td>Lanyard Sale, Members, August 2020</td>
</tr>
</tbody>
</table>

If you do not have a certain type of funds, leave section blank.
University of Connecticut  
Business Programs, Services and Initiatives  
Student Organizations Fund

**DEPOSIT SLIP**

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<th>Organization Name (Full Name, No Abbreviations)</th>
<th>Org ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/28/20</td>
<td>Ski and Snowboard Club</td>
<td>10030</td>
<td></td>
</tr>
</tbody>
</table>

**REMEMBER VERIFICATION:**
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**PLEASE ENDORSE YOUR CHECKS.**

Breakdown deposit total by income subcode: for each subcode write the designated amount and a brief description.

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<th>AMOUNT</th>
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</tr>
</thead>
<tbody>
<tr>
<td>532</td>
<td>17000</td>
<td>Ticket Sales, Performance, June 2020</td>
</tr>
<tr>
<td>514</td>
<td>35000</td>
<td>Fundraiser, Mooyah, 8/16/20</td>
</tr>
</tbody>
</table>

**TOTAL:**

| 205000 |

Breakdown amounts must equal total deposit.
Resources

Questions?

- Student Union Room 314
- Phone: (860) 486-3163
- Email: dsabusinessservices@uconn.edu
- Website: https://dsabusinessservices.uconn.edu/
- Transactions processed: 8:30a-3:30p, Monday-Friday
- Office Hours: 8:00a-4:00p, Monday-Friday