Depositing Funds into Your SABS Bank Account:

A. Depositing funds on campus for student organizations is 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 SABS Drop Box. The Drop Box is in the Student Union, on the second floor, across the Information Center.

   **Step 2:**
   Complete a SABS Drop box Notification form using this link: https://uconntact.uconn.edu/submitter/form/start/442019

   **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 Drop Box. Sealable deposit bags should include:
   - Cash and coin collected
   - Checks made payable to your student organization
     - Endorse the back of the check with Org Name and Org Bank Number
   - Completed deposit slip
   - Verification, such as receipts, tally sheets, etc.

   **Step 4:**
   Place the sealed deposit in the SABS Drop Box

B. Treasurers may mail checks to the SABS office for deposit. Checks must be made payable to their organization name or to the Student Organizations Fund. A completed deposit slip should be included. **CASH SHOULD NEVER BE PUT IN THE MAIL.**

   The mailing address is:
   Student Activities Business Services
   University of Connecticut
   2110 Hillside Road, U-3008
   Storrs, CT 06269

   **NOTE:** Treasurers will receive an email notification once their deposit has been processed.

   Contact us with any questions or concerns:
   - dsabusinessservices@uconn.edu
   - (860) 486-3163