

HOW TO MAKE A DEPOSIT

Tools for Treasurers with a SABS 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.

University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP		
<input type="text"/> / <input type="text"/> / <input type="text"/> <i>Date</i>	<input type="text"/> <i>Organization Name (Full Name, No Abbreviations)</i>	# <input type="text"/> <i>Org ID</i>
REMEMBER VERIFICATION All deposits must be accompanied by verification. (i.e. receipts, tickets, inventory sheets, tally sheets)	<i>Cash:</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<i>Currency:</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
PLEASE ENDORSE YOUR CHECKS.	<i>Checks:</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	TOTAL: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<i>Breakdown deposit total by income code; for each code write the designated amount and a brief description.</i>		
<i>(from chart of accounts)</i>		
INCOME CODE	AMOUNT	DESCRIPTION (what, where, when)
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

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

Jonathan Husky 5719
1 Calhoun Way (1)
Storrs CT, 06069 DATE: 08/17/23 (2)
PAY TO THE ORDER OF: Happy Campers (3) \$ 100.00 (4)
(5) One Hundred dollars and 00/100 _____ DOLLARS
MEMO: _____ (7) _____ (6) Jonathan Husky
⑆000045678000 0000⑆ ⑈0000

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

University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP										
___/___/___ <i>Date</i>		# <i>Org ID</i>								
<p style="text-align: center;">REMEMBER VERIFICATION:</p> <p style="text-align: center;">All deposits must be accompanied by verification. (i.e. receipts, tickets, inventory sheets, tally sheets)</p> <p style="text-align: center;">PLEASE ENDORSE YOUR CHECKS.</p>										
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><i>Coin:</i></td> <td style="width: 15%; text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </td> </tr> <tr> <td><i>Currency:</i></td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </td> </tr> <tr> <td><i>Checks:</i></td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </td> </tr> <tr style="border-top: 1px solid black;"> <td>TOTAL:</td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </td> </tr> </table>	<i>Coin:</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<i>Currency:</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<i>Checks:</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	TOTAL:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<i>Coin:</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
<i>Currency:</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
<i>Checks:</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
TOTAL:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
<i>Breakdown deposit total by income code; for each code write the designated amount and a brief description.</i>										
<i>(from chart of accounts)</i>										
INCOME CODE	AMOUNT	DESCRIPTION (what, where, when)								
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>									
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>									
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>									
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>									

Fill in total amounts of:

- Coin
- Currency (cash)
- Checks

Enter total amount of deposit.

Types of Verification

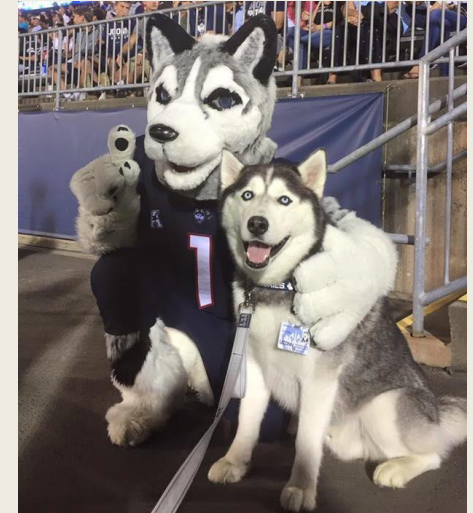
- Electronic/Manual Receipts – unique or one-time income
- Printed Tickets/Ticket Rolls – admission to events
- Tally Sheets – lower-priced items, food sales
- Inventory Sheets – pre-ordered sale items



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.



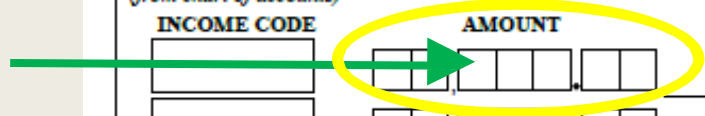
University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP		
___/___/___		#
<i>Date</i>	<i>Organization Name (Full Name, No Abbreviations)</i>	<i>Org ID</i>
REMEMBER VERIFICATION: All deposits must be accompanied by verification. (i.e. receipts, tickets, inventory sheets, tally sheets)	<i>Coin:</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	<i>Currency:</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	<i>Checks:</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
PLEASE ENDORSE YOUR CHECKS.	TOTAL: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<i>Breakdown deposit total by income code; for each code write the designated amount and a brief description.</i>		
<i>(from chart of accounts)</i>		
INCOME CODE	AMOUNT	DESCRIPTION (what, where, when)
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Tip: Access the Chart of Accounts online - [Chart of Accounts.pdf](#)

Step Seven: Amount(s)

University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP		
___/___/___		#
<i>Date</i>	<i>Organization Name (Full Name, No Abbreviations)</i>	<i>Org ID</i>
REMEMBER VERIFICATION: All deposits must be accompanied by verification. (i.e. receipts, tickets, inventory sheets, tally sheets)	Coin: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Currency: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Checks: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
PLEASE ENDORSE YOUR CHECKS.	TOTAL: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<i>Breakdown deposit total by income code; for each code write the designated amount and a brief description.</i>		
<i>(from chart of accounts)</i>		
INCOME CODE	AMOUNT	DESCRIPTION (what, where, when)
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Enter amount for each income code.



Step Eight: Description(s)

University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP														
___/___/___ <i>Date</i>		# <i>Org ID</i>												
<p>REMEMBER VERIFICATION:</p> <p>All deposits must be accompanied by verification. (i.e. receipts, tickets, inventory sheets, tally sheets)</p> <p>PLEASE ENDORSE YOUR CHECKS.</p>	<p><i>Coin:</i></p> <p><i>Currency:</i></p> <p><i>Checks:</i></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">□□</td> <td style="width: 10%; text-align: center;">□□□□</td> <td style="width: 10%; text-align: center;">□□</td> </tr> <tr> <td style="text-align: center;">□□</td> <td style="text-align: center;">□□□□</td> <td style="text-align: center;">□□</td> </tr> <tr> <td style="text-align: center;">□□</td> <td style="text-align: center;">□□□□</td> <td style="text-align: center;">□□</td> </tr> <tr style="border-top: 2px solid black;"> <td style="text-align: center;">TOTAL:</td> <td style="text-align: center;">□□□□</td> <td style="text-align: center;">□□</td> </tr> </table>	□□	□□□□	□□	□□	□□□□	□□	□□	□□□□	□□	TOTAL:	□□□□	□□
□□	□□□□	□□												
□□	□□□□	□□												
□□	□□□□	□□												
TOTAL:	□□□□	□□												
<i>Breakdown deposit total by income code; for each code write the designated amount and a brief description.</i>														
<i>(from chart of accounts)</i>														
INCOME CODE <input style="width: 100%; height: 20px;" type="text"/>	AMOUNT <input style="width: 100%; height: 20px;" type="text"/>	DESCRIPTION (what, where, when)												
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>													
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>													
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>													

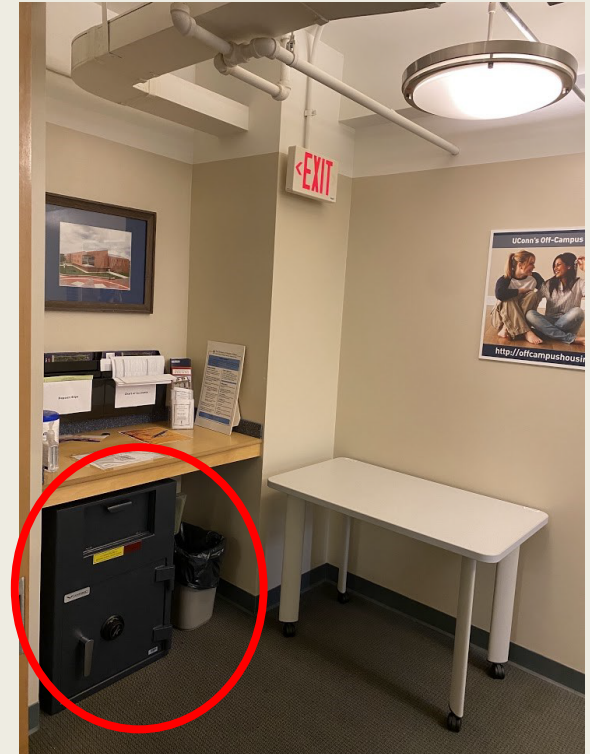
- **WHAT**
 - What was sold or how was the money generated?

- **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 alcove outside SU Room 314.
 - 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 processed.



- In-person deposits - visit SABS for manual processing.

Sample #1

University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP		
09 / 30 / 23	Men's Crew	10038
<i>Date</i>	<i>Organization Name (Full Name, No Abbreviations)</i>	<i>Org ID</i>
<p style="text-align: center;">REMEMBER VERIFICATION:</p> <p style="text-align: center;">All deposits must be accompanied by verification. (i.e. receipts, ticket sales, inventory sheets, tally sheets)</p> <p style="text-align: center;">PLEASE ENDORSE YOUR CHECKS.</p>		<p>Coin: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Currency: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Checks: <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 2 <input type="text"/> 7 <input type="text"/> 0 <input type="text"/> 0</p> <p>TOTAL: <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 2 <input type="text"/> 7 <input type="text"/> 0 <input type="text"/> 0</p>
<i>Breakdown deposit total by income subcode: for each subcode write the designated amount and a brief description.</i>		
<i>(from chart of accounts)</i>		
INCOME CODE	AMOUNT	DESCRIPTION (what, where, when)
<input type="text"/> 502	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 0	Dues, Members, Fall 2023
<input type="text"/> 520.3	<input type="text"/> <input type="text"/> <input type="text"/> 2 <input type="text"/> 7 <input type="text"/> 0 <input type="text"/> 0	Lanyard Sale, Members, August 2023
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

If you do not have a certain type of funds, leave section blank.

Sample #2

University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP		
8 / 28 / 23	Ski and Snowboard Club	10030
<i>Date</i>	<i>Organization Name (Full Name, No Abbreviations)</i>	<i>Org ID</i>
REMEMBER VERIFICATION: All deposits must be accompanied by verification. (i.e. receipts, ticket sales, inventory sheets, tally sheets) PLEASE ENDORSE YOUR CHECKS.		Coin: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 5 0 0 Currency: <input type="text"/> <input type="text"/> 7 5 0 0 0 Checks: <input type="text"/> 1 2 9 5 0 0 TOTAL: <input type="text"/> 2 0 5 0 0 0
<i>Breakdown deposit total by income subcode: for each subcode write the designated amount and a brief description.</i>		
<i>(from chart of accounts)</i>		
INCOME CODE	AMOUNT	DESCRIPTION (what, where, when)
<input type="text"/> 520.1	<input type="text"/> 1 7 0 0 0 0	Ticket Sales, Performance, June 2023
<input type="text"/> 514	<input type="text"/> <input type="text"/> 3 5 0 0 0 0	Fundraiser, Mooyah, 8/16/23
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Breakdown amounts must equal total deposit.



Resources

➤ Questions?

- Student Union Room 314
- Phone: (860) 486-3163
- Email: dsabusinessservices@uconn.edu
- Website:
<https://financialandprogramsupport.studentactivities.uconn.edu>
- Transactions processed: 9:00a-2:00p, Monday-Friday
- Office Hours: 8:30a-4:00p, Monday-Friday

