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 ID.
Enter your organization name.

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.
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:
    o Count again
    o 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 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.
If you do not have a certain type of funds, leave section blank.

<table>
<thead>
<tr>
<th>Date</th>
<th>Organization Name (Full Name, No Abbreviations)</th>
<th>Org ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/23</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.**

<table>
<thead>
<tr>
<th>Coin:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Currency:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Checks:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL:</th>
</tr>
</thead>
</table>

**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>1 2 0 0 0 0</td>
<td>Dues, Members, Fall 2023</td>
</tr>
<tr>
<td>520.3</td>
<td>1 2 7 0 0 0</td>
<td>Lanyard Sale, Members, August 2023</td>
</tr>
</tbody>
</table>
**University of Connecticut**  
**Student Activities Banking Services**  
**Student Organizations Fund**

**DEPOSIT SLIP**

<table>
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<th>Date</th>
<th>Organization Name (Full Name, No Abbreviations)</th>
<th>Org ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 /28 / 23</td>
<td>Ski and Snowboard Club</td>
<td>10030</td>
</tr>
</tbody>
</table>

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(i.e. receipts, ticket sales, inventory sheets, tally sheets)

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**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>520.1</td>
<td>170000</td>
<td>Ticket Sales, Performance, June 2023</td>
</tr>
<tr>
<td>514</td>
<td>35000</td>
<td>Fundraiser, Mooyah, 8/16/23</td>
</tr>
</tbody>
</table>

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