HOW TO
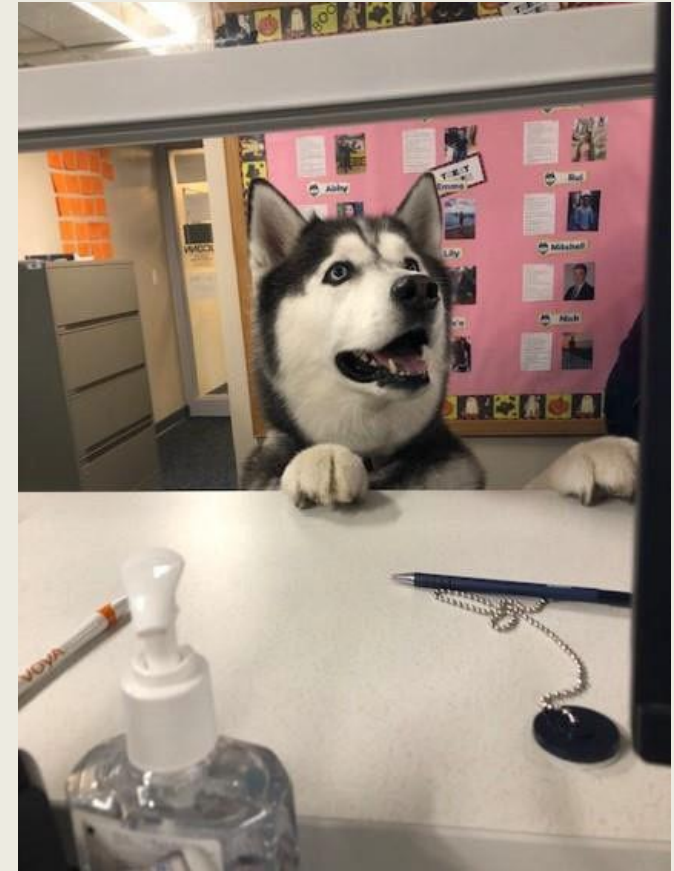
MAKE A DEPOSIT

Tools for Treasurers with a Banking Services Bank Account

What Do I Need?

➢ Deposit slip ([online](#) or paper copy)

➢ Funds being deposited:
- Checks
- Cash (Paper Currency)
- Coin

Step One: Enter Header

Enter today's date.

Enter your organization name.

Enter your Organization ID.

University of Connecticut
Student Activities Business Services
Student Organizations Fund
DEPOSIT SLIP

___/___/___
Date

Organization Name

#
Org ID

REMEMBER VERIFICATION:

All deposits must be accompanied by verification.

(i.e. receipts, tickets, inventory sheets, tally sheets)

PLEASE ENDORSE YOUR CHECKS.

Coin:

Currency:

Checks:

TOTAL:

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

(from chart of accounts)
INCOME CODE　　　**AMOUNT**　　　**DESCRIPTION (What, Where, When)**

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

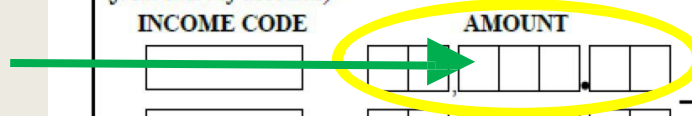Enter total amount of deposit.

Step Five: Income Code(s)

Enter income code(s) from Chart of Accounts.

Tip: Access the Chart of Accounts online - Chart of Accounts.pdf

Step Six: Amount(s)

Enter amount for each income code.

Step Seven: 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 Eight: Make the Deposit

➤ Use the After-Hours Drop box:

- In lobby next to the SABS Office (SU 314).

- Use an after-hours deposit bag.

- Place funds and deposit slip in the bag.

- Seal bag and place in box.

- You will be notified when deposit is processed.

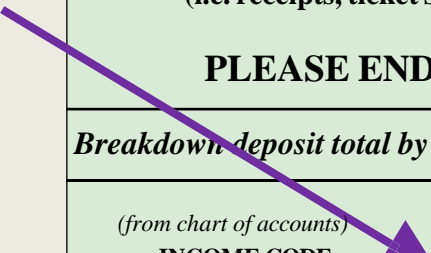➤ In-person deposits - visit SABS (SU 314) for manual processing.

Sample #1

University of Connecticut
Business Programs, Services and Initiatives
Student Organizations Fund
DEPOSIT SLIP

9 / 30 /25	Men's Crew	10038
Date	*Organization Name (Full Name, No Abbreviations)*	*Org ID*

REMEMBER VERIFICATION:

All deposits must be accompanied by verification.

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

PLEASE ENDORSE YOUR CHECKS.

Coin:

Currency: 1 2 2 7. 0 0

Checks:

TOTAL: 1 2 2 7 0 0

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

(from chart of accounts)

INCOME CODE	AMOUNT	DESCRIPTION (what, where, when)
502	1 2 0 0. 0 0	Dues, Members, Fall 2025
520.3	2 7. 0 0	Lanyard Sale, Members, August 2025

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

Sample #2

University of Connecticut
Business Programs, Services and Initiatives
Student Organizations Fund
DEPOSIT SLIP

8 /28 / 25	Ski and Snowboard Club	10030
Date	*Organization Name (Full Name, NoAbbreviations)*	*Org ID*

REMEMBER VERIFICATION:

All deposits must be accompanied by verification.

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

PLEASE ENDORSE YOUR CHECKS.

Coin:				1	0.	0	0
Currency:		2	0	4	0.	0	0
Checks:							
TOTAL:		2	0	5	0	0	0

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

Breakdown amounts must equal total deposit.

(from chart of accounts)

INCOME CODE	AMOUNT	DESCRIPTION (what, where, when)
532	1 0. 0 0	Ticket Sales, Performance, June 2022
514	2 0 4 0. 0 0	Fundraiser, Mooyah, 8/16/22

Resources

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