

## Depositing Funds into Your SABS Bank Account:

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A. Deposits are processed at SABS Monday-Friday from 9:00 AM – 3:00 PM.

B. Depositing funds after-hours on campus is a three-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 alcove outside our office, Student Union Room 314.

**Step 2:**

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 3:**

Place the sealed deposit in the SABS Drop Box.

C. 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 Financial & Program Support  
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](mailto:dsabusinessservices@uconn.edu)
- (860) 486-3163