

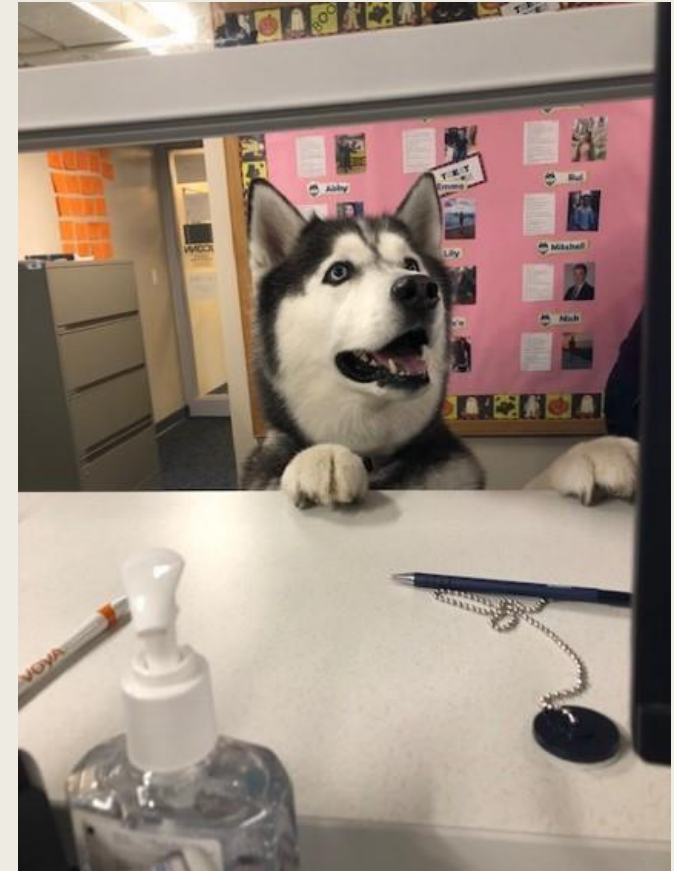
HOW TO MAKE A DEPOSIT

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



Step One: Enter Header

Enter today's date.

Enter your organization name.

Enter your Organization ID.

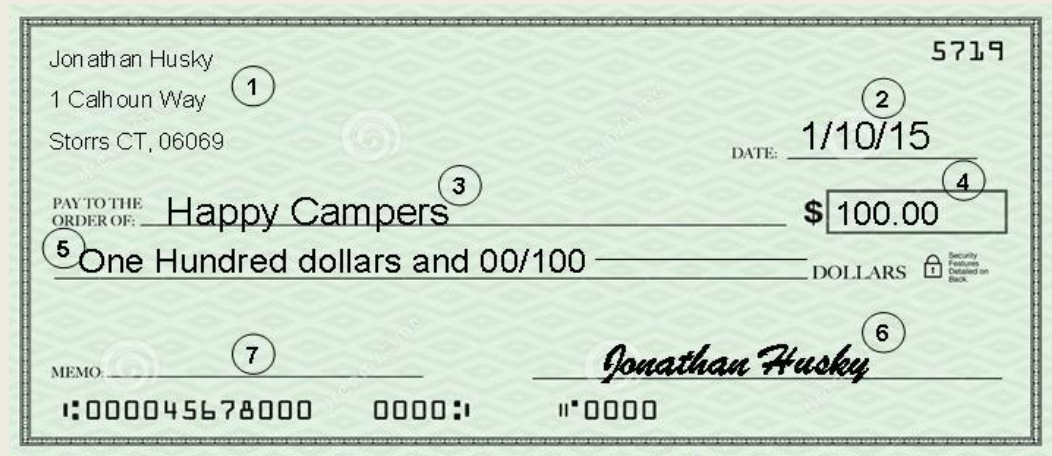
University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP		
<input type="text"/> / <input type="text"/> / <input type="text"/> <i>Date</i>	<input type="text"/> <i>Organization Name (Full Name, No Abbreviations)</i>	# <input type="text"/> <i>Org ID</i>
PLEASE ENDORSE YOUR CHECKS. (endorsements should only include your SABS Bank # and Org. Name)		<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 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

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

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__/__/__		#
<i>Date</i>	<i>Organization Name (Full Name, No Abbreviations)</i>	<i>Org ID</i>
<p>PLEASE ENDORSE YOUR CHECKS. (endorsements should only include your SABS Bank # and Org. Name)</p>		Coin: <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"/>
		Checks: <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"/>	

Fill in total amounts of:

- Coin
- Currency (cash)
- Checks

Enter total amount of

Step Five: Income Code(s)

Enter income code(s) from Chart of Accounts.

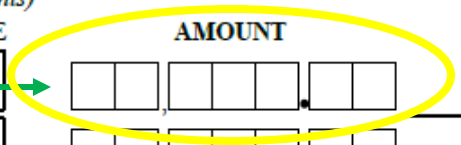
University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP		
__/__/__		#
<i>Date</i>	<i>Organization Name (Full Name, No Abbreviations)</i>	<i>Org ID</i>
PLEASE ENDORSE YOUR CHECKS. (endorsements should only include your SABS Bank # and Org. Name)		<i>Coin:</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 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 - Revenue](#)

Step Six: Amount(s)

University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP		
<u> </u> / <u> </u> / <u> </u>		#
<i>Date</i>	<i>Organization Name (Full Name, No Abbreviations)</i>	<i>Org ID</i>
PLEASE ENDORSE YOUR CHECKS. (endorsements should only include your SABS Bank # and Org. Name)		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"/>
		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 Seven: Description(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>		
PLEASE ENDORSE YOUR CHECKS. (endorsements should only include your SABS Bank # and Org. Name)		Coin: <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"/>
		Checks: <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 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	AMOUNT <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"/>	DESCRIPTION (what, where, when)

WHAT

What was sold or how was the money generated?

WHERE

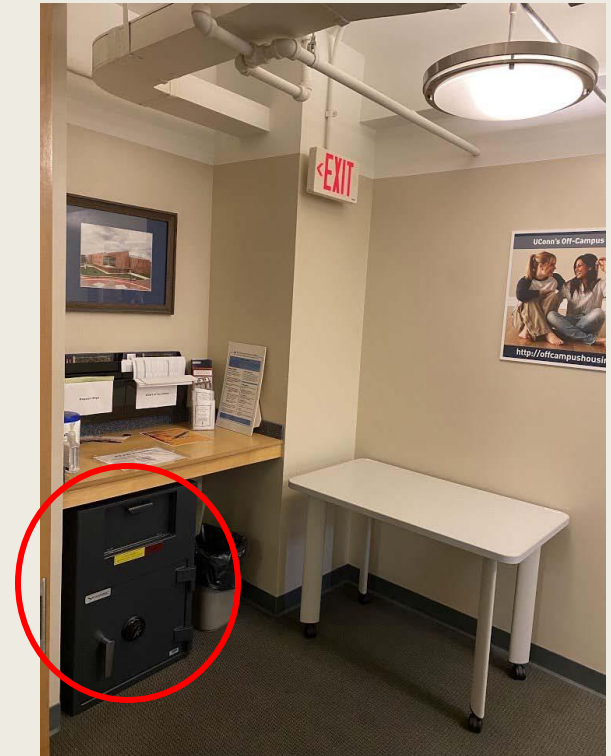
From whom (or from what event) was the money received?

WHEN

When was the money collected?

Step Eight: Make the Deposit

- Use the SABS Drop box:
 - Located in alcove outside SU Room 314.
 - Use a deposit bag.
 - Place funds in the bag.
 - Include deposit slip.
 - Seal bag and place in box.
 - You will be notified when deposit is processed.



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

Sample #1

University of Connecticut Student Activities Banking Services Student Organizations Fund DEPOSIT SLIP		
<u>10 / 30 / 24</u> <i>Date</i>	Men's Crew <i>Organization Name (Full Name, No Abbreviations)</i>	10038 <i>Org ID</i>
PLEASE ENDORSE YOUR CHECKS. (endorsements should only include your SABS Bank # and Org. name)		Coin: <input type="text"/> <input type="text"/> <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"/> <input type="text"/> <input type="text"/> 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"/>
<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" value="502"/>	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	Dues, Members, Fall 2024
<input type="text" value="520.3"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value="2"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="0"/>	Lanyard Sale, Members, August 2024
<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"/>	

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		
<u>8 /28 / 24</u> <i>Date</i>	Ski and Snowboard Club <i>Organization Name (Full Name, No Abbreviations)</i>	10030 <i>Org ID</i>
PLEASE ENDORSE YOUR CHECKS. (endorsements should only include your SABS Bank # and Org. Name)		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>		
(from chart of accounts)		
INCOME CODE	AMOUNT	DESCRIPTION (what, where, when)
<input type="text" value="532"/>	<input type="text" value="1"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	Ticket Sales, Performance, May 2024
<input type="text" value="514"/>	<input type="text" value="3"/> <input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	Fundraiser, Mooyah, 8/16/24
<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: SABS@uconn.edu
- Website:
<https://businessaffairs.studentactivities.uconn.edu/>
- Transactions processed: 9:00a-2:00p, Monday-Friday
- Office Hours: 8:30a-4:00p, Monday-Friday

