Deposit of Funds

A Deposit of Funds occurs when a student organization wishes to deposit revenue into their organization’s funds. You must submit organization revenues to the Student Involvement Center one business day after receiving it. Cash and checks made out to your organization are acceptable for organization deposits. All funds should be deposited one business day after receiving the money.

Examples of student organization revenue include: dues collected, donations, or profit share checks.

Steps for Making Deposits into your Funds
  i. Organization collects the money
  ii. Organization brings the money to the Student Involvement Center
  iii. Confirm the fund number of your Organization with the Student Involvement Center
  iv. Give detailed description of why and how the money was collected
  v. Student Involvement Center gives the organization a receipt for funds deposited
  vi. Student Involvement Center deposits the money