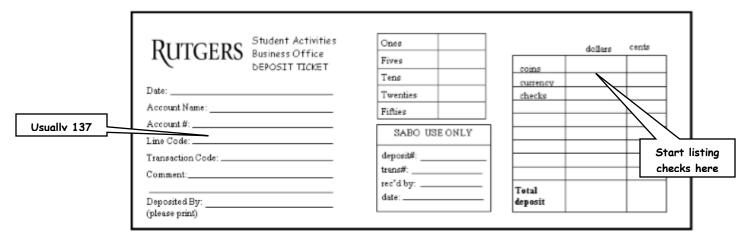
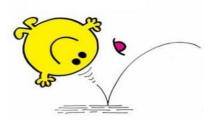
## **Depositing into your SABO account**

1. A deposit slip must be completed for the funds to be properly credited to your SABO account. Forms are available online, at the Student Centers for deposits after an event, and at the SABO



- 2. Please include on each check: account number, line code, and transaction code.
- 3. Fill out the date, Account Name, Account #, Line Code, Transaction Code, Comment and Deposited By. List all the cash and checks that you are depositing.
- 4. All checks must be made out to Rutgers University.
- 5. You will receive a receipt after the deposit is made.
- 6. All funds deposited will be credited after 5 pm.



Any return or "bounced" checks will be debited from your account and any additional fees charged by the bank will be imposed. The checks will be returned to the account treasurer to pursue collection.

<u>Donations</u> over \$500.00 must be processed through the Rutgers Foundation. Please see SABO for additional information.



<u>Expenses</u> must never be paid from collected cash. All collected funds must be deposited and then expenditures paid by University check.

<u>Money collected</u> from events held in Student Centers must be put into the safe in the operation office at the Student Centers. The Police will pick up and deliver to the SABO office for deposit into

