

# HOW TO MAKE A DEPOSIT

Cash will only be accepted from fundraisers that have been approved by the CSI & SABO. FMI [CLICK HERE](#)

1. **Pick up a deposit slip from 434CSC, 240CSC, or 325CSC (Operations desk)** (please do not print out sample to make deposits)
2. **Fill out the deposit slip with the following information**
  - **The Index #:** Enter your group's **Cash Index**. Do not deposit to Budget index.
  - **Account Code:** Input the 5 digit revenue **Account Code** that best describes the source of funds.
  - **Source of Funds:** Where the money is coming from (Example: Bake sale, Dues, Donations)
  - **Deposit by:** Name of the person making the deposit
  - **Date:** Date deposit is being made
  - **Cash & Checks:** List total cash, checks, & coins that are being deposited. The check number should be listed to the left of the dollar amount. **All checks should be made payable to "Northeastern University" and deposited immediately.**

### Important note about deposits for dues

Deposits for membership dues should have a list each member and the amount of their payment. If any member's payment varies from the standard amount due, a brief explanation will also be required.

3. **Place funds and deposit slip in an enclosed envelop and deposit it in the SABO drop safe.** The drop safe is located on outside wall of 434J CSC. We will verify the total the next business day. The funds should appear in your account within 1 to 2 Business days.  
**Coins can not be deposited with SABO**

4. **Night Deposit** – If SABO Drop Safe is closed, contact a Building Manager at the operations desk on the 3rd floor of the Curry Student Center (617.373.5429) to help you make a deposit in the SABO Night Safe. Make sure to include a deposit slip with your deposit. Retain copy of deposit slip for your records.

**PLEASE PRESS FIRMLY**

DEPOSIT TICKET  
NORTHEASTERN UNIVERSITY  
STUDENT ACTIVITIES ACCOUNT  
434J CURRY STUDENT CENTER

**0000**

LIST CHECKS SEPARATELY OR ATTACH LIST

		DOLLARS	CENTS
CURRENCY			
COIN			
TOTAL CASH			
CHECKS			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
TOTAL FROM ATTACHED LIST			
<b>TOTAL:</b>			

INDEX #: \_\_\_\_\_

ACCOUNT CODE: \_\_\_\_\_

SOURCE OF FUNDS: \_\_\_\_\_

DEPOSITED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT  
SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL  
CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

238002

5. **Remote Deposit**  
To make a remote deposit, please see [Remote Deposit Instructions](#) for more information.