

DEPOSIT INSTRUCTIONS

- Deposits **must be** submitted by the **Club Treasurer**
- To make a deposit, come to the Student Affair Business Service Center (SABSC), 21 Campanella Way, Suite 251, Monday-Thursday 9am-4pm, Friday 9am-12 noon
- **Never drop off funds without seeing the Fiscal Assistant & Procurement Specialist and receiving a copy of the completed deposit slip**
- Deposit Forms are not available online. You will be provided with a deposit form to be completed in the presence of a SABSC staff member
- Remember to have the club/organization chartstring with you when making the deposit
- All checks must be submitted for deposit immediately
- All checks for deposit should be made payable to "Boston College"
- All checks to be deposited must be signed by the person writing the check; BC's Cashier's Office will not process any unsigned checks
- Make sure that the **fund source** number of the chartstring is written on the back of all checks & that the back of each check reads "**For Deposit Only**"
- Do not copy checks. Due to data security concerns, the University prohibits the copying of checks
- Make sure that all bills are grouped in similar denominations, stacked facing the same way, and are in packets of 100 for each denomination
- Once the deposit form has been completed, a SASBC representative will reconcile and count all funds, sign the deposit form, seal the envelope, and provide you with a copy of the deposit slip