

SABSC DEPOSIT Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Date: ____/____/____

Contact Person: _____ Title: _____

Phone: _____ E-Mail: _____

Chartstring Name (Required): _____ Department Name: _____

Chartstring: *

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC Use Only)</u>

*If you have a designated gift account and the deposit is a donation, provide the Gift Account chartstring when filling out this Deposit Form

Detailed & Clear Description of Revenue Source:

<p>REQUIRED (Please select one)</p> <p>This deposit pertains to:</p> <p><input type="checkbox"/> Revenue</p> <p><input type="checkbox"/> Donation</p> <p><input type="checkbox"/> P-Card Correction</p> <p><input type="checkbox"/> Refund</p> <p>If for P-Card Correction or Refund, please provide date of original expense: _____</p>

Total Check Deposit: \$ _____

Total Cash Deposit: \$ _____

Total Credit Card Deposit: \$ _____

TOTAL DEPOSIT \$ _____

Authorized Approvals:

Name: _____ Title: _____ Sign: _____ Date: _____

Name: _____ Title: _____ Sign: _____ Date: _____

----- **For SABSC Use Only** -----

SABSC (Print): _____ Sign: _____ Date: _____

Comments: _____

Batch # _____ Reconciled to PS by _____ Date: _____

How to Ensure Effective Processing

This form is reserved for Division of Student Affairs departmental use. Student Organizations are prohibited from making a deposit without prior approval.

Instructions

- Deposits **must be** delivered to the Student Affairs Business Service Center (SABSC) and must contain **approved signature authorization**
- Deposits are done on a **weekly** basis (Thursdays). If dropped off after 12PM on a Thursday it will be processed the following week.
- Deposits may be dropped off at any time, during regular business hours (M-F, 9-5) to the SABSC (Suite 458, Maloney Hall). All deposits dropped off outside of business hours must be dropped in the safe at BCPD, (1st Floor, Maloney Hall)
- The depositor must fill-out a deposit form, seal the envelope, sign across the back of the sealed envelope, and place the deposit envelope in the SABSC safe depository. The SABSC will provide you with a copy of the deposit envelope for your records
- **Do not leave funds in the SABSC inbox. Please see an SABSC representative for assistance with making deposits**
- All checks must be submitted for deposit immediately
- **All credit card deposits must be submitted the following business day after the revenue was generated**
- Credit Card Machine deposits must be accompanied with a Closed Event Receipt printed by the credit card terminal
- All checks for deposit should be made payable to **“The Trustees of Boston College”**
- If you have a designated **gift** account and the deposit is a **donation**, you must **use** that **gift** account when filling out the deposit form
- 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

General Information

- Revenue will be reflected in the chartstring provided within two business days, with the exception of gift deposits which can take up to a month
- Deposit Form and reconciliation confirmation will be scanned Google Drive
- For your records, make a copy of all this completed deposit form before submission