

Rutgers Sport Clubs
SABO Deposit Instructions

1. Club Treasurers must deposit all Club funds into their SABO account
2. To do so, Club Treasurers must use a **SABO Deposit Slip**
 - a. This document can be found on the Club Sport Officer Canvas webpage, [on the SABO Website](#), and at the SABO Office. See below for a sample deposit slip.
 - b. Fill out the following information:
 - i. Deposit Date
 - ii. Account Name and Number (e.g., Rec/Sports Example Club, Account #000)
 - iii. Account Line Code (usually 137)
 - iv. Transaction Code (should match the Comment)
 1. Examples: “Member Dues”, “Tournament Registration Payments”, “Fundraising Income”, etc.
 - v. Comment (What is this deposit for?)
 - vi. Name of Club Treasurer making the deposit
 - vii. The Total Deposit Amount, including:
 1. If depositing cash:
 - a. The number of one-, five-, ten-, twenty-, fifty-, or hundred-dollar bills
 - b. The number of pennies, nickels, dimes, or quarter coins
 - c. The total monetary value of the deposited cash
 2. If depositing checks:
 - a. The number and monetary value of each deposited check
 - b. The total monetary value of the deposited checks
 - c. The Deposit Slip and all Cash/Checks being deposited should be deposited at SABO
 - i. The Depositing Treasurer will receive a receipt after the deposit is made.
 - ii. All deposited funds will be credited after 5 pm.

Note: All Checks being deposited into a Club’s SABO account must be made out to “Rutgers University”

Empty Deposit Slip

<p>RUTGERS Student Activities Business Office DEPOSIT TICKET</p> <p>Date: _____</p> <p>Account Name: _____</p> <p>Account #: _____</p> <p>Line Code: _____</p> <p>Transaction Code: _____</p> <p>Comment: _____</p> <p>Deposited By: _____ (please print)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Ones</td><td></td></tr> <tr><td>Fives</td><td></td></tr> <tr><td>Tens</td><td></td></tr> <tr><td>Twenties</td><td></td></tr> <tr><td>Fifties</td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: center;">SABO USE ONLY</th></tr> <tr><td>deposit#:</td><td>_____</td></tr> <tr><td>trans#:</td><td>_____</td></tr> <tr><td>rec'd by:</td><td>_____</td></tr> <tr><td>date:</td><td>_____</td></tr> </table>	Ones		Fives		Tens		Twenties		Fifties		SABO USE ONLY		deposit#:	_____	trans#:	_____	rec'd by:	_____	date:	_____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">dollars</td> <td style="text-align: center;">cents</td> </tr> <tr> <td style="border: 1px solid black;">coins</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">currency</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">checks</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">Total deposit</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> </table>		dollars	cents	coins			currency			checks															Total deposit		
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Example Deposit Slip

<p>RUTGERS Student Activities Business Office DEPOSIT TICKET</p> <p>Date: <u>02/26/2024</u></p> <p>Account Name: <u>Rec/Sports Example Club</u></p> <p>Account #: <u>1234</u></p> <p>Line Code: <u>137</u></p> <p>Transaction Code: <u>Member Dues</u></p> <p>Comment: <u>Spring 2024 Membership</u> <u>Dues for Club Example</u></p> <p>Deposited By: <u>Club Treasurer Name</u> (please print) (First & Last)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Ones</td><td></td></tr> <tr><td>Fives</td><td></td></tr> <tr><td>Tens</td><td></td></tr> <tr><td>Twenties</td><td style="text-align: center;">10</td></tr> <tr><td>Fifties</td><td></td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: center;">SABO USE ONLY</th></tr> <tr><td>deposit#:</td><td>_____</td></tr> <tr><td>trans#:</td><td>_____</td></tr> <tr><td>rec'd by:</td><td>_____</td></tr> <tr><td>date:</td><td>_____</td></tr> </table>	Ones		Fives		Tens		Twenties	10	Fifties		SABO USE ONLY		deposit#:	_____	trans#:	_____	rec'd by:	_____	date:	_____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">dollars</td> <td style="text-align: center;">cents</td> </tr> <tr> <td style="border: 1px solid black;">coins</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">currency</td> <td style="border: 1px solid black; text-align: center;">200</td> <td style="border: 1px solid black; text-align: center;">.00</td> </tr> <tr> <td style="border: 1px solid black;">checks</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">check 1</td> <td style="border: 1px solid black; text-align: center;">400</td> <td style="border: 1px solid black; text-align: center;">.00</td> </tr> <tr> <td style="border: 1px solid black;">check 2</td> <td style="border: 1px solid black; text-align: center;">300</td> <td style="border: 1px solid black; text-align: center;">.00</td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">Total deposit</td> <td style="border: 1px solid black; text-align: center;">\$900</td> <td style="border: 1px solid black; text-align: center;">.00</td> </tr> </table>		dollars	cents	coins			currency	200	.00	checks			check 1	400	.00	check 2	300	.00										Total deposit	\$900	.00
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