



DEPOSITING FUNDS

Depositing Funds

- **ALL** funds a student organization receives through donations, apparel sales, or fundraising **MUST** be deposited into their organization account.
- Access to the funds will be available by a Purchase Request through the Campus Life platform.
- All monies collected must be cash or check.
- A credit card machine is available for day-use only coordinated through the Office of Campus Activities. Email campact@upstate.edu to reserve the hand-held credit card machine.

Deposit

- Funds can be dropped off at the CAB Info Center or the Office of Campus Activities in the CAB room 202.
- The funds will be deposited into the organization's fundraising account.
- Funds may be accessed through a purchase request.

Questions

- Contact the Office of Campus Activities
- CAB room 202, campact@upstate.edu, or 315.464.5618