**Preparing the Deposit**

* There are two new deposit slips that will replace the one previously used. One of the forms is label SGA, and the other form is labeled SFO. These forms will both be on [SPIN](https://spin.uwsp.edu/) under campus links as well as the [UWSP Financial Operations](https://www3.uwsp.edu/FO/Pages/Policies-Procedures-and-Forms.aspx) webpage under the deposit slip category.
* The SGA deposit slip is for deposits, such as raffle proceeds, that will go into your organizations’ 6-digit state account. The SFO deposit slip is for deposits, such as fundraisers, that will go into your organizations’ 4-digit SFO account.
* You will fill these forms out online, save a copy for your records, and then print a copy to submit.
* There are two different colored bags, yellow and purple, that correspond with the color on the deposit slips. The SGA slips are yellow, and the SFO slips are purple. These bags will be located at the Bursar’s office and the Info and Tickets desk. You must put your deposit slip and cash into the correct bag for deposit.
* Prior to making a deposit for revenue in which segregated fees allocated by SGA were used, please submit a profit/loss statement to Joshua Tews either in person, Old Main Room 001, or by email at [jtews@uwsp.edu](mailto:jtews@uwsp.edu).

**Making the Deposit**

* Deposits will now be processed by the Bursar’s office in the Student Services Center, Room 0003.
* There is a drop box down that hall from the Bursar’s office that you will put the bag, filled with the slip and money, in for the deposit to be processed.
* After 4:30PM, the Bursar’s office will be closed. Any deposit being dropped off after 4:30PM can be dropped at the night drop box at Info and Tickets desk located in the Dreyfus University Center.

**Info and Tickets Desk Services**

* The change fund application is still on the Info and Ticket desk website. Change funds will be prepared and picked up at the Bursar’s Office.
* The Bursar’s Office will send you an email when your change fund is ready for pickup.
* If you have a multiple day event, you have the option to leave the change fund at the Info and Ticket desk each night. Do not put it in the night deposit box. Make sure you give it to staff.
* The Info and Tickets desk will still provide non-deposit services such as membership due payments.