



ALBANY LAW SCHOOL

SBA Deposit Guidelines

1. Where to find forms

Deposit forms can be found on the SBA Senate's website or in the SBA office. Please follow all the instructions on the form, and be sure it is *legible and complete* before you submit the form with the deposit to the SBA Executive Treasurer, Sarah Shearer.

2. Deposit times

Fundraised funds must be deposited with the SBA Executive Treasurer *that day*. Make arrangements with the SBA Executive Treasurer via email prior to the fundraiser to set a time at the end of the day to make the deposit. Email *as soon* as you know the date of your fundraiser so that you are able to set an optimal appointment time to deposit.

3. Deposit period

Deposits will be accepted up to the semester's last day of classes. Since no fundraisers should occur after classes are finished, all funds should be deposited before the exam period. If there is any conflict, please email the SBA Executive Treasurer *immediately*.

4. Deposit form

All deposits require a deposit form that must be signed by both the student organization officer and Executive Treasurer. All deposits (check and cash) are forwarded to the Business Office for processing into the SBA bank account.

5. Check and cash deposits

Both forms of deposit require a Deposit Form. All cash deposits are to be made the *same day* the cash is received. The amount will be verified with the student organization before being deposited. After the deposit is made, the student organization contacts will receive a confirmation email letting them know the deposit was made.

6. Record of deposits

All deposit forms will be retained until the end of the semester with the SBA Executive Treasurer. After this period, all deposit receipts will be forwarded to the Business Office for bookkeeping purposes.

7. Other

If you have any questions, concerns, or need to set an appointment to make a deposit, please contact the SBA Executive Treasurer, Sarah Shearer, at sshearer@albanylaw.edu.