**Cash Handling for SG Recognized Clubs and Major Student Organizations (MSO’s)**

All fundraising should be deposited during normal daytime work hours in the Club’s account (at the Club Resource Center) or the Major Student Organization account (within your MSO offices).

There is an after-hours deposit drop box available to SG Recognized Clubs and Major Student Organizations. The after-hours drop box is located in the Campus Center on the A level. It is on the wall to the right of the Center for Campus Life Offices. After-hour deposit envelopes are available for depositing the funds within the box. Please compete a deposit form and fill out needed information on the label of the envelope before dropping in the box.

For clubs – next business day you will receive a receipt in your club mail folder at the Club Resource Center.

For MSO’s – next business day your sealed envelope will be available at the Club Resource Center in the Financial Coordinator’s office and should be picked up by the staff in your office that handles financial transactions for your organization.