

Depositing Money – Checks & Cash

Checks Payable to SAA

John Smith
555 Your St.
Your Town 54321

DATE today

PAY TO **SAA** \$100.00

One hundred dollars & no cents

MEMO **Club name** Minnie Mouse

1234 5678 9876 543210

Amount written in box should be the same as the amount written on the line

Your Club's name in the Memo line

Make sure check is signed

Mail checks to: ESU Student Activity Assoc., Inc
200 Prospect St
University Center Room 223
East Stroudsburg, PA 18301

Depositing Money – Venmo



Money is sent directly to the SAA Venmo account

@ESU-StudentActivityAssoc

All Deposits MUST include:

- ✓ Organization's name & Account number
- ✓ Reason for deposit
- ✓ Ex. ABC Club C99 candle sale



The SAA Business Office will deposit funds to each organization's account within 5-7 days of receipt

CLUB ACCOUNT

- EVERYONE HAS ONE
- A LETTER & 2 NUMBERS
- FUNDED THRU DUES, FUNDRAISERS, ETC
- CAN BE USED FOR ITEMS NOT FUNDED BY YOUR BUDGET
- FUNDS STAY WITH YOUR CLUB AND CARRYOVER TO THE NEXT YEAR

BUDGET ACCOUNT

- REQUESTED/APPROVED BY SGA
- **CURRENTLY FROZEN!**
- 3 NUMBERS
- FUNDED BY THE STUDENT ACTIVITY FEE
- FUNDED FOR SPECIFIC ITEMS ALTHOUGH YOU CAN REQUEST A VARIATION
- FUNDS DO NOT CARRYOVER TO THE FOLLOWING YEAR

STUDENT ACTIVITY ASSOC., INC. BUSINESS OFFICE

UNIVERSITY CENTER
ROOM 223

The building is currently closed
but we will respond to your calls and emails during
our regular business hours of

Monday – Friday
8 am – 4:30 pm



Find us online

A screenshot of the top portion of a website. The header is dark grey with the ESU Student Activity Association logo on the left and a navigation menu on the right. Below the header is a large red banner with white text. The text reads "STUDENT ACTIVITY ASSOCIATION" in a smaller font, followed by "Business Services" in a large, bold font. Below that, a smaller line of text says "We are here to help! Our staff will answer your questions and provide guidance through the policies and procedures regarding SAA funding." The bottom of the banner has a white, wavy border.

ESU STUDENT ACTIVITY ASSOCIATION

Home ▾ About ▾ Clubs & Organizations ▾ Campus Rec & Wellness ▾ Stony Acres ▾ Student Engagement ▾ Services ▾

STUDENT ACTIVITY ASSOCIATION

Business Services

We are here to help! Our staff will answer your questions and provide guidance through the policies and procedures regarding SAA funding.

esu.edu/saabusines


Forms – fillable forms & instructions

Club Finances – general information & financial tools

Sales & Sign-ups – trips, stamps, movie tickets, Pocono Pony

A screenshot of the "Services" section of the website. The title "Services" is centered at the top. Below it are three white cards with rounded corners, each containing an icon, a title, a short description, and a "LEARN MORE" button. The first card has a purple icon of a document and is titled "Forms". The second card has a green icon of a dollar sign and is titled "Club Finances". The third card has an orange icon of a bar chart and is titled "Sales & Sign Ups".


Services



Forms

Here you'll find the procedures and forms needed for many of your club activities, events and travel.


LEARN MORE



Club Finances

Here you'll find important information regarding club finances, processes, and financial responsibilities.

LEARN MORE



Sales & Sign Ups

Here you'll find information about trip sign ups, stamps, Pocono Pony passes, and discounted movie tickets.

LEARN MORE

Find us online - WarriorLink

Campus Links

Handbook for Student Organizations

myESU

Voucher/ Venmo/ Finance

Fundraising Registration Form for SAA Student Organizations

ESU Student Activity Association

ESU Homepage

SAA Account Access (on campus only)

WarriorLink to the Business Services website

An easy way to get to the SAA Business Services website

An easy way to get to the Fundraising Registration Form

Online access to your club account balance & activity. You must be on campus to access this feature.



We are here to help you.....



Sharon Wary
Account Manager
570-422-2974
swary@esu.edu



Doreen McCord
Account Manager
570-422-2999
dmccord1@esu.edu



Jan Dalton
Director of Business Services
570-422-3256
jdalton@esu.edu

University Center, Room 223

Monday – Friday 8 am – 4:30 pm