Depositing Money – Checks & Cash

Checks Payable to SAA

Your Club's name in the Memo line



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

BUDGET 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

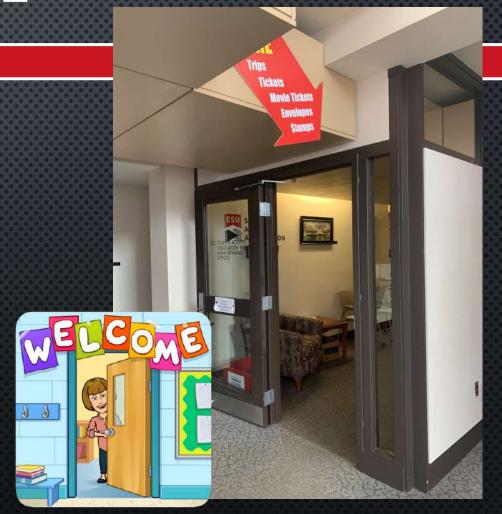
- REQUESTED/APPROVED BY SGA
- Currently Frozen!
- 3 NUMBERS
- Funded by the student activity fee
- FUNDED FOR SPECIFIC ITEMS ALTHOUGH YOU CAN REQUEST A VARIATION
- FUNDS DO NOT CARRYOVER TO THE FOLLOWING YEAR

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





Home 🗸 About 🗸 Clubs & Organizat

rganizations 🗸 🔻 Campus Rec & Wellnes

Stony Acres v

Student Engagement >

Services 🗸

8

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.

Forms – fillable forms & instructions

Club Finances – general information & financial tools

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

esu.edu/saabusiness

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 responsibilites.

LEARN MORE

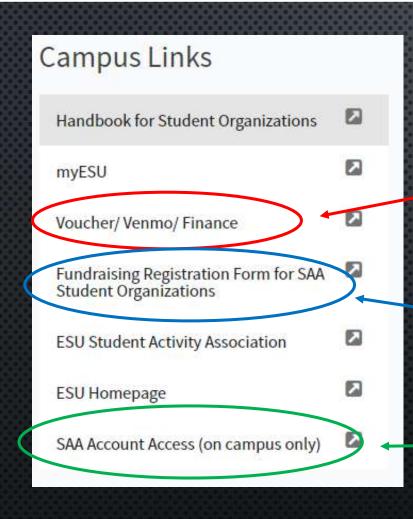


Sales & Sign Ups

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

LEARN MORE

Find us online - WarriorLink



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