

VENMO Deposits

Student organizations accepting Venmo payments must have the purchaser send the payment directly to SAA's VENMO account. Funds must not be sent to a student's personal account. You can find SAA by using our VENMO account @ESU-StudentActivityAssoc or simply use our QR code!

All deposits must include:

- Organization's name and SAA account number where the money is to be deposited
- Reason for payment (Example: ABC Club C99 bake sale)

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



VENMO Payments

In order to request payment through VENMO, you must complete a [Payment Voucher](#). Venmo payments are limited to \$50 or less. Individual payments over \$50 will be processed as a check.

The completed Payment Voucher must also include:

- Name of the individual being reimbursed
- The individual's Venmo username

The box marked Venmo Payment must be checked.

Payments through Venmo will be processed weekly.

Questions? Contact Sharon (swary@esu.edu 570-422-2974) or Jan (jdalton@esu.edu 570-422-3256)