

Transferring Funds Across Campus New Procedure Effective Immediately (05/25/10)

All monies (cash/checks) transferred across campus for deposits/return of funds must be transferred in a locked container.

Locked containers will be issued by Student Accounts when a Short Term Change Fund (STCF) is used.

If deposits need to be made when a STCF has not been issued, organizations must request a locking deposit bag from Center for Student Involvement (CSI) **BEFORE** transferring funds across campus to Student Accounts (bags may also be requested from Student Accounts if CSI is unavailable).

A completed Miscellaneous Deposit Form must accompany **ALL** deposits prior to arriving at Student Accounts. Miscellaneous Deposit Forms may be found on-line at http://www.eou.edu/staccts/misc_deposits.html

Please contact CSI or Student Accounts with any questions.

Thank you!