

Student Club/Organization Deposits

All deposits must be accompanied by a 1st Source Bank deposit ticket. Student treasurers for clubs and campus organizations should work with the Student Activities Office, located in 315 LaFortune, to make deposits, pick up necessary deposit supplies, and receive banking instructions for their organization.

Dues, along with any other money collected, should be deposited immediately. Please deposit funds nightly for events and fundraisers that occur over multiple nights. If a deposit is completed incorrectly, you and/or your advisor will be contacted.

Two-Step Deposit Process

1. When you are ready to make your deposit, visit the Student Activities Office, located in 315 LaFortune. Be sure to bring
 - The cash and/or checks you're depositing
 - Your group's FOAPAL information
 - Your NetID and password
 - Take a picture of your deposit slip before taking it to the bank.
2. After the bank receives your deposit ticket with your checks and cash (coins/currency), fill out the Student Activities deposit form using their QR code to have your deposit applied to your selected FOAPALs.

STEP #2

Fill out the deposit form using this QR code.



3. Note that the process for **Residence Halls** is different.
 - Take your unique deposit ticket with your hall name printed on it to 1st Source Bank at LaFortune Hall to deposit and no further action is needed.

Need More Information?

For more information, [email the Student Activities Office](#) or [call 574-631-7308](#).