

ADDENDUM 3: DEPOSITS

These updates are relevant to the Deposits section of the Handbook (p. 20).

DEPOSITS

In all Postures, it is important to deposit funds to the SORC as soon as you are able to. The deposit process for student organization funds is as outlined below:

High Risk Posture: Student organization members who have organization funds in their possession should email sorc2@pitt.edu as soon as possible with the information below:

- Contact name (whomever is making the deposit), email address, phone number, and position in the organization
- Name of Organization
- If the funds are from fundraising or dues collection
- Advisor name, email address

A member of the SORC staff will be in touch with further directions on how to mail the funds to the SORC. Once processed the Business Manager will receive an electronic receipt via email.

Elevated Risk Posture: Student organizations should fill out a deposit form and prepare their deposit prior to visiting the SORC (833 WPU). Extra deposit forms, pens, and deposit bags will be available on the side door to the SORC. On this same door is a deposit slot. The following contents should be included prior to placing your deposit in the slot:

- All checks, and/or money collected.
- Completed Deposit Form
 - [Fundraising Deposit Form](#)
 - [Dues Deposit Form](#)
- [Completed Dues Collection Form](#) (if applicable)
- You must use the SORC provide deposit bag in order to ensure proper processing of all contents.

No appointments are needed to make deposits. Your Business Manager will receive an electronic receipt via email within 1 week of deposit.

Guarded Risk Posture: Student organizations should fill out a deposit form and prepare their deposit prior to visiting the SORC (833 WPU). Extra deposit forms, pens, and deposit bags will

be available on the side door to the SORC. On this same door is a deposit slot. The following contents should be included prior to placing your deposit in the slot:

- All checks, and/or money collected.
- Completed Deposit Form
 - [Fundraising Deposit Form](#)
 - [Dues Deposit Form](#)
- [Completed Dues Collection Form](#) (if applicable)
- You must use the SORC provide deposit bag in order to ensure proper processing of all contents.

No appointments are needed to make deposits. Your Business Manager will receive an electronic receipt via email within 1 week of deposit.