

# Depositing Money

## Credit Union

Money that goes into your credit union will be from checks or cash from member dues or any other non-donation income. You can never receive money via Venmo or any other online service. To deposit money into your credit union account:

- Gather all checks and cash
- Fill out a "Credit Union Deposit" envelope. Please indicate your club name, account number and amount deposited on the envelope.
- Take to RCC office and deposit into the Club Sports safe

## RCC Account

The income to your RCC account is primarily from your yearly allocation and any approved contingency funding requests. This is also the place that any university fundraisers you participated in (football wristbanding, Festival of Books, etc.) will be distributed. You will not deposit money into this account, however you can transfer money from your credit union account to your RCC by writing a check if you wish to use to do purchase orders or internal requisitions out of your RCC account.

## Gift Account

All income to your gift account is from donations. There are two ways donations can come into your account: online donations and mailed-in checks. Online donations require no actions on your part to receive them. To deposit a mailed check, visit the RCC office and fill out a "Gift Account Deposit" envelope. Please include the name of the individual who donated and drop it into the Club Sports safe. For instructions regarding online donations, please visit the "Donate Now!" tab.