

Paying money into your account (electronically)

For anything being bought by members of your student group or the wider community that would need to be paid into your group's subs account, please make sure this payment is made directly.

Do not collect money, either in cash or by direct bank transfer, into your personal bank accounts.

This is simply to protect yourselves, your student group, and any other third parties, and to reduce the risk of losing this money. Just because you are a committee member, does not mean you should be responsible for other people's money, and potentially large amounts of money!

Instead, we have the tools in place for you to have money go directly into your society or club subs account.

To do this you can either create:

- A product – if you are selling a society or club hoodie, or have a particular piece of merchandise for your group
- Or a ticket to an event

These tickets and products are all set up on the SU website, and as committee members you have access to the website administration tools for your society or club.

Every time somebody buys a product or ticket to an event created by a committee member or your student group, the money will go directly to your subs account.

Please be aware this may take up to 2 weeks to show in your subs account.

For help on how to create an event and ticket, or product on the website, see the training section [here](#).