

# Authorized Signature Form - Agency Account - Student Organization

Exhibit 5-C(3)

Fiscal Year: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account #: \_\_\_\_\_

(print or type) Title - Authorized Person	(print or type) Name - Authorized Person	Authorized Signature

**Note:** Student Organizations and their officers are responsible for any financial obligations incurred by the organization and for any overdraft in their University Account. Original ink signatures only. Faxed, copied or stamped signatures are not allowed

## Instructions - Authorized Signature Form:

Persons authorized must sign their name exactly as it will appear on Vouchers, Requisitions, and Journal Entries etc. A new signature form must be completed each time there is a change in the persons authorized to sign for the organization.

The organization's president and Advisor must approve all authorized persons by signing below. Only those persons signing this form (above) are considered authorized signers for the account.

The Department of Student Life (101 Student Services Building) must verify registered student organizations and the Department of Residence Life (G-64 Wilson Hall) for residence hall organizations.

Approval - President of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Approval - Advisor of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Verification

Dept of Student Life or Residence Life: \_\_\_\_\_

Date: \_\_\_\_\_

(note: Signatures are valid until new account form is received by Accounting Department)