

Eastern Connecticut State University
 Student Activities Business Office (SABO)
 Authorized Signature Form

Student Government Activity Fund (SGAF)

Student Organization Activity Fund (SOAF)

Club or Organization Name: _____ Budget Index #: _____ Fundraiser Index #: _____

Has the club's constitution changed? If so, please include a copy of the revised constitution when you return this form. Yes No

Purpose for which the organization/club was established:

Club meeting day and time: _____ Location: _____

The following persons, whose signatures appear below, are authorized to sign all documents for the organizations named above (after completion of seminars). It is the responsibility of the organization's officers to amend this form should the signature authority change. By signing the Authorized Signature Form we affirm that we have read and understand the Club/Organization Policies and Procedures and agree to comply with the rules and regulations stated on Page 2 of this document.

	<u>Officer's Name</u>	<u>Signature</u>	<u>Phone</u>	<u>E-mail</u>
President				
V.President				
Treasurer				
Secretary				

	<u>Advisor's Name</u>	<u>Signature</u>	<u>Title on Campus</u>
1.			
2.			

The organization's advisor must countersign all documents. In cases of absence or vacancy, the Director or Assistant Director of Student Activities must countersign.

ACCEPTED: _____ DATE: _____
 (Student Activities official or designee)

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Club/Organization Policies & Procedures Statement

All clubs and organizations at Eastern Connecticut State University must follow these policies and procedures. *All officers and advisors must read and sign Page 1 of this document.*

Important Information

Purchase Orders:

1. Clubs and organizations cannot enter into credit arrangements with vendors without a purchase order number issued by SABO.
Purchase order requests require a voucher with proper signatures and a complete set of minutes.
SABO staff will check your account balance before issuing a purchase order number.
ALL invoices must be signed by a member and returned before payments can be processed and vendors paid.
IT IS VERY IMPORTANT that we keep Eastern Connecticut State University's established credit rating intact.

Reimbursements:

2. **ALL** reimbursement requests must have original receipts attached to the vouchers with minutes and signatures.

Deposits:

3. **ALL** income must be deposited directly to the Cashiers Office in the Support Services Building. *No expense can ever be paid directly out of income. All transactions must be processed through the University.*
Section 4-32 of the Connecticut General Statutes requires that deposits of revenue be made within 24 hours if \$100.00 or more and within seven (7) calendar days if under \$100.00. For your protection, please make deposits immediately.
If it is necessary to hold cash overnight or over a weekend, a locking cash box (available from SABO) must be used and taken to the Campus Police Station for safekeeping.

Events:

4. **ALL** events must be registered on an Event Registration Form.

*** **Remember**, no student is authorized to sign a sales agreement or other contract on behalf of their organization, SABO, or the University. Should a student sign a legal document or buy something without getting prior approval, he or she may find that they are financially responsible for the obligation. Their organization, the SGA, or the University may not honor the student's action. Be careful when you sign or order something. Use the Purchase Order system or you may end up paying for it yourself. ***