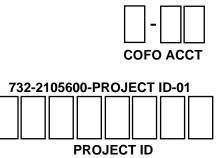
## **COFO SIGNATURE CARD**



## STUDENT ORGANIZATION NAME

Date:

STUDENT ORGANIZATION NAME	
By my initials, as <b>PRESIDENT</b> of the organization listed above, I accept and certify that:	
1.	I understand that it is my responsibility to learn the Chicago Organizations Finance Office ("COFO") Policies and Procedures as outlined in the COFO Treasurer's Manual.
2.	During my term, I am responsible for ensuring that any and all financial transactions to and from the organization account are fully compliant with COFO/University requirements and in line with the organization's mission/charter and objectives.
3.	I will not, under any circumstances, authorize any individual to sign my name on vouchers or formal communications. I will be available to verify and authorize such transactions personally, by my own hand and signature.
4.	I will not carry out any treasurer duties (including presenting transaction requests to COFO, reconciling ledgers, etc.) unless the treasurer is temporarily unable to perform their duties and/or a new treasurer is in the process of being elected; and I have met the COFO training requirements established for treasurers.
5.	I may be held personally liable for, and be required to reimburse, any and all transactions authorized by me or result in my possession of organizational funds – should these transactions prove to: violate COFO policies and procedures; not be included in the organizations current budget; and/or not have been
6.	approved in accordance with appropriate procedures.  I understand that the University is a tax-exempt institution and, under no circumstances, will sales tax be reimbursed.
7.	I will not sign any contracts on behalf of the organization or Northwestern University.
8.	I am aware that COFO reserves the right to deny the voucher requests that do not follow the guidelines, policies and procedures of COFO.
Name (	(Print):
Studen	t ID:NetID:
Email	Phone:
Liliaii.	Phone:
Signature:	
-	