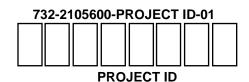
COFO SIGNATURE CARD





STUDENT ORGANIZATION NAME

By my initials, as **PRESIDENT** 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 approved in accordance with appropriate procedures.
- 6. 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):		
Student ID:	NetID:	
Email:	Phone:	
Signature:		
Date:		