

**STUDENT ORGANIZATION
DEBIT CARD PROGRAM APPLICATION**

We, _____, as the recognized president, and
Print Name of Student Organization President

_____, as the recognized treasurer of
Print Name of Student Organization Treasurer

_____,
Print Name of Student Organization

a registered Student Organization in good standing at Northwestern University, state our intention to participate in the Student Organization Debit Card Program and assume the responsibilities pertaining to the operation and administration of the Debit Card(s) issued to our group. These responsibilities include but are not limited to the following:

The Student Organization Debit Card is to be used responsibly, solely for organizational expenditures. It may only be used under the parameters and procedures established for the Debit Card Program that are detailed in the *Student Organization Debit Card Guide - General Procedures*. The Debit Card may not be used in PIN-based transactions or for personal purchases even if the intention is to reimburse the organization later. It must be maintained with the highest level of security. If the Card is lost or stolen, or the Card or Account Number may have been compromised, the Card user agrees to immediately notify the card vendor, group Advisor, and Norris Cashier's Office.

The treasurer will determine which members (must be NU students in good standing) of their group will have access to the Debit Card, and must authorize them formally as Debit Card **Designees** for specific purchases or time frames. The treasurer is responsible for training Designees in all of the rules, policies, and procedures governing the use of Student Organization Debit Cards.

Intended use: _____

No. of cards: _____ Load Balance per card (# / \$Amount): _____

Funding chart string (from -00/-50 only): _____

By signing below, we each acknowledge that we have read, understand, and agree to fully comply with all of the rules, policies, and procedures governing the use of the Debit Card(s) issued to our group, with all Northwestern University policies, including, but not limited to the Northwestern University Student Code of Conduct, and all the terms and conditions contained therein.

President's Signature: _____ Date: ____/____/20____

Treasurer's Signature: _____ Date: ____/____/20____

I, _____, the NU Advisor of record for the above-named student organization, have discussed the requirements corresponding to the operation and administration of Student Organization Debit Cards with the group's officers and believe that they will manage the Debit Card(s) responsibly. I have read and understand the procedures established for the Debit Card Program that are detailed in the *Student Organization Debit Card Guide - General Procedures*. I understand and accept the role that an organization's Advisor serves regarding debit card training, custody, control, and reconciliation.

Advisor's Signature: _____ Date: ____/____/20____