

# TREASURER AUTHORIZATION OF DESIGNEE

## FOR USE OF STUDENT ORGANIZATION DEBIT CARD

Instructions: This form records the authorization given by a student organization treasurer, to a member in good standing, to use the organization's assigned debit card. The authorization extends only to purchases made for the organization, in support of its activities as specified within the document. Authorizations may not be made for an indeterminate time or extend past a week.

Fully executed forms may be scanned and submitted electronically to the advisor via the treasurer's NU email address. Likewise, if the text is copied and the appropriate information added within an email message is complete, this authorization is valid if submitted to the advisor through the treasurer's NU email address. In such submissions, the advisor should verify the email address conforms to the requirement above. Electronically-submitted authorizations should be printed or organized digitally so that they can be easily retrieved.

I, \_\_\_\_\_, the treasurer of record for  
(Treasurer's printed name)  
\_\_\_\_\_  
(Student Organization)

authorize \_\_\_\_\_ to make debit card purchases  
(Printed Name of Designee, cannot be more than one person)

on behalf of our organization. I have trained this Designee regarding the rules, requirements, procedures and

expectations governing debit card use. This authority is to be limited to the following one or more restrictions:

**Purchase(s)** (List specific items): \_\_\_\_\_

\_\_\_\_\_

**Event/Activity-Related Purchase(s)** (List event): \_\_\_\_\_

\_\_\_\_\_

**Period** (not to exceed 7 calendar days): from \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

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