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 (available online at https://www.northwestern.edu/studentaffairs/documents/cofo-treasurers-manual-2020-22.pdf).

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: ________________________________________________