STUDENT ORGANIZATION NAME

By my initials, as TREASURER of the organization listed above, I accept and certify that:

1. I understand that it is my responsibility to learn the COFO Policies and Procedures (available online at https://www.northwestern.edu/studentaffairs/documents/cofo-treasurers-manual-2020-22.pdf) and to ensure that my fellow student group members are not only aware of them, but also compliant with their requirements.

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 requirement and in line with the organization’s mission/charter and objectives.

3. I understand that the University is a tax-exempt institution and, under no circumstances, will sales tax be reimbursed.

4. I will be available to verify and authorize such transactions personally, by my own hand and signature.

5. I will not, under any circumstances, authorize any individual to sign my name on vouchers or formal communications.

6. I may be held personally liable for, and be required to reimburse, any and all transactions that I initiate or result in my possession of organizational funds – should these transactions prove to: violate COFO policies and procedures; not be included in the organization’s current budget; and/or not have been approved in accordance with appropriate procedures.

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.

9. At the end of my term, I will affirm that the organization’s finances are in order, its accounting record is complete, and that I have taken all appropriate measures to transition the incoming treasurer. I understand that should financial issues that originated during my term as treasurer arise subsequent to this transition, I will work with the student organization and COFO to resolve them.

Name (Print): ______________________________________________________________

Student ID: ___________________________ NetID: ___________________________

Email: ___________________________ Phone: ___________________________

Signature: ___________________________

Date: ___________________________