

COFO OFFICER QUIZ

The purpose of this form is to insure that the COFO Policies and Procedures have been read and understood by each group's President and Treasurer. Each officer must submit this form to the COFO office in Abbott Hall, room 703.

Email address	<input style="width: 90%;" type="text"/>
First and Last name	<input style="width: 90%;" type="text"/>
Organization name	<input style="width: 90%;" type="text"/>

Your position	<input type="checkbox"/> President <input type="checkbox"/> Treasurer
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Who has authorization to pick up tax exempt forms?	<input type="checkbox"/> A. Treasurers only <input type="checkbox"/> B. Presidents or treasurers <input type="checkbox"/> C. Anyone in the organization <input type="checkbox"/> D. Advisors only
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COFO will accept receipts for reimbursement within how many days of the purchase date?	<input type="checkbox"/> A. 30 days <input type="checkbox"/> B. 60 days <input type="checkbox"/> C. 90 days
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Which of the following is an acceptable form of proof of payment?	<input type="checkbox"/> A. Credit card statement <input type="checkbox"/> B. Carbon copy of a personal check <input type="checkbox"/> C. Credit card receipt w/ itemized receipt <input type="checkbox"/> D. Invoice marked "PAID" <input type="checkbox"/> E. A & B <input type="checkbox"/> F. C & D
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All checks to be deposited in to your account must be made payable to Northwestern University.	<input type="checkbox"/> True <input type="checkbox"/> False
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What is the maximum amount one check advance may be made out for?	<input type="checkbox"/> A. \$300.00 <input type="checkbox"/> B. \$500.00 <input type="checkbox"/> C. \$1,000.00 <input type="checkbox"/> D. \$200.00
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Students are allowed to sign as the University Representative on a contract.	<input type="checkbox"/> True <input type="checkbox"/> False
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At the beginning of every term, the President or Treasurer must balance the organization's ledger book with the Chicago Organization Finance Office.	<input type="checkbox"/> True <input type="checkbox"/> False
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Vouchers may be turned in by the President or Treasurer in person, left at the Mailroom or sent by mail.	<input type="checkbox"/> True <input type="checkbox"/> False
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COFO can reimburse for contracted services paid out of pocket.	<input type="checkbox"/> True <input type="checkbox"/> False
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