

COFO SIGNATURE CARD

COFO ACCT

732-2105600-PROJECT ID-01
PROJECT ID

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 as outlined in the COFO Treasurer's Manual...
2. During my term, I am responsible for ensuring that any and all financial transactions...
3. I understand that the University is a tax-exempt institution...
4. I will be available to verify and authorize such transactions personally...
5. I will not, under any circumstances, authorize any individual to sign my name on vouchers...
6. I may be held personally liable for, and be required to reimburse, any and all transactions...
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...
9. At the end of my term, I will affirm that the organization's finances are in order...

Name (Print):

Student ID: NetID:

Email: Phone:

Signature:

Date: