

Fall 2017 - Spring 2018

UAF Recognized Student Organizations Account Signers Form

Student Organization Name: _____

Account Number: _____ - 4 1 1 2 4

Please designate at least two (2) individuals to approve expenses for this account. Please print clearly in pen.
By signing this document you agree to the rules and regulations set forth by UAF and the SLI Office

Name: _____		Email: _____	
Title: _____	Phone #: _____	Signature: _____	Date: __/__/__

Name: _____		Email: _____	
Title: _____	Phone #: _____	Signature: _____	Date: __/__/__

Name: _____		Email: _____	
Title: _____	Phone #: _____	Signature: _____	Date: __/__/__

Name: _____		Email: _____	
Title: _____	Phone #: _____	Signature: _____	Date: __/__/__

UAF Advisor

All UAF recognized clubs are required to have a staff or faculty advisor.
A signature and contact information is required.

Name: _____		Email: _____	
Title: _____	Phone #: _____	Office Location: _____	
Signature: _____		Date: ____/____/____	

Please return to the Student Involvement Coordinator in the Wood Center.

Name (SLI Staff Only): _____ Title: _____

Signature: _____ Date: ____/____/____

Please Contact Heidi Shepard at 474-1959 for more information regarding student organizations and policies, or call 474-7037 for account information.

Rules and Guidelines for Student Organization Account Use:

- Use of ProCards is the standard method for spending organization funds. SLI will not issue cash for purchases (although cash bags for events/fundraisers can be requested). **We will NOT reimburse students who spend personal funds on behalf of an organization.**
- ProCards are available for check-out between 9am-4pm Monday through Friday. Clubs can reserve cards via phone call or in-person (not email).
- ProCards are due back within 24 hours of check-out with a receipt. We have a three strike rule for cards returned late or without receipts. After three infractions we will take the guilty party off the account signer's form for the remainder of the semester.
- Student Organizations may **NOT** use ProCards for travel expenses (ex. Airline tickets, car rentals, hotels).
- Student Organizations may **NOT** purchase drugs, alcohol, tobacco, or firearms.
- Student Organizations may **NOT** purchase gift cards in amounts exceeding \$25.
- Student Organizations may **NOT** purchase gift cards to establishments that sell drugs, alcohol, tobacco or firearms (ex. Fred Meyer).
- Student Organizations are responsible for keeping track of club funds. Over-spending of accounts is the responsibility of the organization and funds must be repaid by club members by the close of the semester during which they overspent.
- All funds collected for a Student Organization must be deposited into the UAF club account. Outside accounts are not permitted. Deposits can be made in the SLI Office.

UAF Student Organizations are given an account after being recognized for three consecutive semesters.

- Funds are not available to clubs who do not re-recognize.
- Funds will stay in club accounts for three years (six semesters) after a club has disbanded or has not re-recognized with the SLI Office.
- Finding funding is the responsibility of the club. All accounts start at zero.

Clubs can earn and spend money prior to being given their own account. We keep that money in an account designated for new organizations. Procedures are the same as listed above.

Violations of the above rules and regulations will require the funds in question to be repaid in full and revocation of ProCard use.

For questions concerning Student Organization account balances or activity, please contact:

Shelby Carlson, Wood Center Fiscal Manager

Email: sccarlson@alaska.edu

Phone: 474-7037