STUDENT ORGANIZATION TASK NUMBER CREATION FORM

Organization/Entity Information:
Name of Organization: ____________________________________________________________

Campus Mailing Address (President or Treasurer): ________________________________

Organization Telephone Number (President or Treasurer): _________________________

Organization Email (President or Treasurer): ______________________________________

Sponsoring Department/College/Division: _______________________________________

Is the Organization associated with or a chapter of a National Organization: Yes____ No____

If Yes – -Does the Organization intend to use the National Organization’s EIN number (tax I.D.#) Yes____ No____
Not Sure____

- Does the Vanderbilt Organization have its own EIN number (tax I.D. #) or not-for-profit status
outside of the university? Yes____ No____ Not Sure____

Task Number Set Up Information:

________________________________________
Task Responsible Person (Adviser) Business/Campus Telephone Number

________________________________________
Campus Mailing Address (Adviser) E-mail Address

Reason for Task Number Request:
X To conduct organization business: ______________________________________________

________________________________________
Send to Person (Adviser or Designee) Campus Mailing Address

Signature: ____________________________________________

________________________________________
Task Responsible Person (Adviser)

TO BE COMPLETED BY STUDENT ORG OFFICE AFTER SUBMISSION Is the Organization Registered?

Yes_____ No____

________________________________________
Director, Student Orgs & Governance

________________________________________
DOS Financial Task Approval Student Org ID Number

DOS Accounting: Structure 1 Sumto: ___________________________ Structure 5 Sumto: ___________________________