COFO SIGNATURE CARD

☐ - ☐☐
COFO ACCT

732-2105600-PROJECT ID-01
☐☐☐☐☐☐☐☐
PROJECT ID

_____
STUDENT ORGANIZATION NAME

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

___ 1. I understand that it is my responsibility to learn the Chicago Organizations Finance Office ("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 to and from the organization account are fully compliant with COFO/University requirements and in line with the organization's mission/charter and objectives.
___ 3. I will not, under any circumstances, authorize any individual to sign my name on vouchers or formal communications. I will be available to verify and authorize such transactions personally, by my own hand and signature.
___ 4. I will not carry out any treasurer duties (including presenting transaction requests to COFO, reconciling ledgers, etc.) unless the treasurer is temporarily unable to perform their duties and/or a new treasurer is in the process of being elected; and I have met the COFO training requirements established for treasurers.
___ 5. I may be held personally liable for, and be required to reimburse, any and all transactions authorized by me or result in my possession of organizational funds – should these transactions prove to: violate COFO policies and procedures; not be included in the organizations current budget; and/or not have been approved in accordance with appropriate procedures.
___ 6. I understand that the University is a tax-exempt institution and, under no circumstances, will sales tax be reimbursed.
___ 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.

Name (Print):_____

Student ID:_____ NetID:_____

Email: _____ Phone:_____

Signature:_____

Date:_____