



Use this form when establishing a new student club financial account. Please bring your completed and signed form to Student Financial Services in SSC 230.

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| STUDENT CLUB/ORGANIZATION INFORMATION | FUND # SC _____ |
| Club/Organization Name: <small>(Name as it appears in Wildcat Sync and without abbreviations)</small> | |
| Purpose of the Club/Organization: | |
| Source of funds: <small>(Fundraising, dues, etc.)</small> | |
| Funds are used for: <small>(Operating expenses, printing, travel, hospitality, etc.)</small> | |

TERMS OF AGREEMENT

Disposition of Unused Funds: Funds remaining in accounts that have not been accessed in 24 months or those in accounts of organizations that have become inactive or unrecognized by the University will be distributed in accordance with the organization's constitution or by-laws. In some cases, funds will be held at the discretion of the Student Life and Leadership until the organization becomes active or another similar organization is recognized.

FACULTY/STAFF ADVISOR INFORMATION

Advisors must be employees of CSU, Chico and may not be employees of the Associated Students, or either of the Foundations as per directives in CO/EO 1068. Advisors must review and sign all requests for withdrawal of funds for cash advance/reimbursements, travel, PO's and credit card requests.

Dept/Area: _____ Zip: _____ Ext.: _____

Club Advisor: _____

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| PRINT NAME | SIGNATURE | DATE |
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PERSON(S) AUTHORIZED TO EXPEND FUNDS

By signing below, we certify that we are duly authorized by the membership of the above organization to draw against the funds of that organization, which are administered by CSU, Chico. We certify that the purpose of this organization's account is accurately represented on this form. (3 student signers required.) Additionally, we understand the club/organization will be charged for any NSF and/or stop payment bank fees incurred.

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| PRINT NAME | CHICO STATE ID# | PHONE | SIGNATURE | DATE |
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| PRINT NAME | CHICO STATE ID# | PHONE | SIGNATURE | DATE |
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FOR INTERNAL USE ONLY

Student Life & Leadership Approval: This group is currently a recognized student organization at CSU, Chico. The information provided on this form agrees with the information on file on the approved Wildcat Sync profile. In addition, the individuals listed above as authorized to expend funds are listed in Wildcat Sync as authorized representatives of this group.

SLL Representative: _____

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| PRINT NAME | SIGNATURE | DATE |
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Financial Services Approval: This group is accepted as a student organization and will be administered by CSU, Chico.

FIN Representative: _____

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| PRINT NAME | SIGNATURE | DATE |
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