

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 and to ensure that my fellow student group members are not only aware of them, but also compliant with their requirements.
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 requirement and in line with the organization's mission/charter and objectives.
3. I understand that the University is a tax-exempt institution and, under no circumstances, will sales tax be reimbursed.
4. I will be available to verify and authorize such transactions personally, by my own hand and signature.
5. I will not, under any circumstances, authorize any individual to sign my name on vouchers or formal communications.
6. I may be held personally liable for, and be required to reimburse, any and all transactions that I initiate or result in my possession of organizational funds - should these transactions prove to: violate COFO policies and procedures; not be included in the organization's current budget; and/or not have been approved in accordance with appropriate procedures.
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.
9. At the end of my term, I will affirm that the organization's finances are in order, its accounting record is complete, and that I have taken all appropriate measures to transition the incoming treasurer. I understand that should financial issues that originated during my term as treasurer arise subsequent to this transition, I will work with the student organization and COFO to resolve them.