



Student Organization Account Application & Agreement

This form is to be completed when establishing a new student organization, confirming a student organization, or modifying authorized signers. Please type or print, except where signatures are requested.

INSTRUCTIONS:

1. Student Organization President and/or current Authorized Officer(s) fill out the form and signs.
2. Student Organization Advisor reviews and signs the form.
3. Student Organization submits form to Center for Student Engagement and Activities (CSEA) at clubs@nu.edu.
4. Account Application processed and Student Organization notified via e-mail that banking can begin.

ACCOUNT INFORMATION

TYPE OF REQUEST: Establish New Account Modify Existing Account Renew Account

Registered Student Organization Name: _____

Is your organization nationally affiliated? No Yes — If yes, what is the Federal ID Number? _____

EXPENDITURE APPROVAL

Please indicate who will be authorized to incur expenditures from this account. Only authorized signers may withdraw club funds. All expenditures are subject to review and approval for conformance with account purposes.

AUTHORIZED SIGNERS

Title	Print Name	E-mail	Phone
President/Chair			
Authorized Officer (2)			
Advisor			
Additional Advisor/Officer (OPTIONAL)			

AUTHORIZATION / EXECUTED BY

Please sign in this area.

Organization President: _____ Organization Advisor: _____

Authorized Officer: _____ Additional Advisor/Officer: _____

FOR STUDENT ACCOUNTS INTERNAL USE ONLY

Date Account Created: _____ Date Account Updated: _____ 3-digit Account Code: _____

Name of Student Accounts Staff Member who processed (please print): _____

For assistance completing this form, please contact the Center for Student Engagement and Activities at (858) 541 - 7714 or email clubs@nu.edu. Submit completed forms to clubs@nu.edu.