X-FUND CONCUR EXPENSE AUTHORIZATION

All documents for Student Organization expenditures processed through CONCUR require 2 student officers as authorized signers. Expenses submitted in CONCUR without this completed form attached will returned for correction.

We hereby authorize our Faculty/Staff adviser, ____________________________________________
(Print Name of Advisor)
to make expenditures in the amount of $_______________ on the behalf of our Student Organization
________________________________________________________________________
(Name of Student Organization)

X-Fund # X _______________-Advisor’s Org-______80
(fund)                                             (account)

Authorized by:

Print Name: ________________________________________________________________________
Signature: __________________________________________________________________________
Officer Title: ________________________________________________________________________
Date: ___________________________

Authorized by:

Print Name: ________________________________________________________________________
Signature: __________________________________________________________________________
Officer Title: ________________________________________________________________________
Date: ___________________________

My signature above attests that I am an officer of the Student Organization named above and that, to the best of my knowledge, my Student Organization is:  a) in good standing with Campus Life, and b) has sufficient funds to cover the authorized expenses. I further acknowledge that I will be held personally responsible for this expenditure if the funds in the Student Org are insufficient.

Revised 12/2018