

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 be 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.