



## ASO CLUB ACCOUNT SIGNATURE SHEET

*(This original completed Signature Sheet must be turned into the business office when a New Club is chartered and each term an existing club is installed.)*

**Please submit a copy of this sheet to the ASO Vice President and ASO Treasurer for records.**

- All Chartered clubs that collect or use funds must adhere to ASO budgetary policies and LACCD S-Regs.
- Off campus accounts are prohibited.
- The Club Advisor and Club President are responsible for supervising and managing club funds.
- Only chartered clubs in accordance with ASO Constitution and ASO by-laws may requisition funds, Clubs should consult with the ASO Vice President to ensure compliance with Budgetary Procedures and Policies.
- Only those clubs whose advisors and officers who have received training in fiscal budget policy and fund management and procedures may requisition funds. All clubs' requisitions must bear the approval and authorizing signatures below:

**This signature authorization is for:**

**FALL TERM ACADEMIC YEAR:**

SPRING TERM ACADEMIC YEAR:

CLUB ACCOUNT NAME: \_\_\_\_\_

Club President Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ASO Vice President Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_