This form is used by student organizations to open a new financial account, revise a current account, or close an account.

REQUEST IS FOR:  
- [ ] NEW  
- [ ] REVISION  
- [ ] TERMINATION

ORGANIZATION NAME: ________________________________

FACULTY ADVISOR  
NAME: ________________________________  
EMAIL: ________________________________  
PHONE: ________________________________

ORGANIZATION PRESIDENT  
NAME: ________________________________  
EMAIL: ________________________________  
PHONE: ________________________________

Student organization financial accounts:

- To deposit funds into the account, a Cash Receipts Voucher must be completed and submitted to the Bursar’s Office.
- To retrieve funds from the account, an original receipt/invoice must be submitted along with the completed Banner Direct Pay form, to the Office of Student Life. A check will be generated by the Accounting Office.
- When opening a student organization financial account, it is understood that if disbursements exceed the source of funds in the account, the organization must make up for any deficit (i.e. organization will fund raise or seek co-sponsorships for events).
- Detailed information regarding student organization financial accounts can be found in the Student Organization Handbook.

Signature of Organization President or Treasurer:  
________________________  
Signature  
Date

Signature of Advisor:  
________________________  
Signature  
Date

Approval of Assistant Vice President for Student Affairs and Director of Student Life:  
________________________  
Signature  
Date

Once form is completed and signed by student organization president/treasurer and advisor, submit form to the Office of Student Life, SC 133.