



## AUTHORIZATION TO CREATE NEW ACTIVITY FUND ACCOUNT

Name of Campus: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Proposed Organization: \_\_\_\_\_

Account Code to Deposit Funds: \_\_\_\_\_  
(Business Office Use Only)

Statement of Purpose: \_\_\_\_\_

Objectives/Goals of the Club: \_\_\_\_\_

Proposed Activities of the Club: \_\_\_\_\_

Club Sponsor will be: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Bookkeeper Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bookkeeper Provided: Activity Fund Procedure Manual, Activity Fund Procedure Manual Responsibility Receipt, Activity Club Bylaws, and training.

7/1/2019

**Forward this form to the Activity Fund Accounting Specialist in the Business & Finance Services department.**