



SIGNATURE SHEET CLUB ACCOUNT

**Associated Students
Pierce College**

All Chartered clubs that collect or use funds must do so through the Pierce College Business Office.

Off campus accounts are prohibited.

The Club Advisor is solely responsible for supervising and managing club funds.

Only chartered clubs may requisition funds.

Only those clubs who advisors and officers who have received training in business office policies and procedures may requisition funds. All requisitions must bear the approval signature of the advisor and an authorizing signature of a club officer as appears below:

This signature authorization is for:

- Fall Term Academic Year _____
- Spring Term Academic Year _____

Club Name: _____

Club Officer: _____ **Club Advisor:** _____

Name: _____ **Signature** _____

Signature _____ **Email:** _____

Email: _____ **Campus Phone.** _____

Phone: _____ **Date:** _____

Date: _____