



# FC Club/Organization Account & Authorized Users

## Student Life and Leadership

Student Center, Room 214 | 321 E. Chapman Avenue | Fullerton, CA 92832-2095  
Office: (714) 992-7095 | Email: studentlife@fullcoll.edu

Date: \_\_\_\_\_  Fall  Spring  NEW Club Account  Current Account

1. Name of Club/Organization: \_\_\_\_\_
2. Name of Individual Requesting Account: \_\_\_\_\_
3. Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Funds are to be used for: \_\_\_\_\_  
\_\_\_\_\_
5. How long will the account be needed? \_\_\_\_\_
6. Suggested disposition of funds when the account ceases activity: \_\_\_\_\_  
\_\_\_\_\_

*\*Please note that any inactive club/organization account more than 10 years old that have remaining funds will automatically be transferred to the Inter-Club Council general budget*

7. Individual Officer(s) responsible for account:
  - a. Treasurer: \_\_\_\_\_
  - b. President: \_\_\_\_\_
  - c. Advisor(s): \_\_\_\_\_
  - d. Other: \_\_\_\_\_
8. Responsible officer(s) who will deposit funds:
  - a. Name: \_\_\_\_\_ Title: \_\_\_\_\_
  - b. Name: \_\_\_\_\_ Title: \_\_\_\_\_
9. Authorized approval signature(s) on purchase requisition: *\*Please have club/organization advisor(s) sign this form.*

(1) Treasurer	Signature: _____	Print Name: _____
(2) President	Signature: _____	Print Name: _____
(3) Advisor*	Signature: _____	Print Name: _____
(4) Advisor*	Signature: _____	Print Name: _____

**Please submit to:** Student Life and Leadership, College Center, Room 214 (Student Center)

### STUDENT LIFE AND LEADERSHIP OFFICE USE ONLY

Authorized By: \_\_\_\_\_ Approved By Bursar's Office on: \_\_\_\_\_  
Director of Student Life and Leadership Date

Date Established: \_\_\_\_\_ Bursar's Account #: \_\_\_\_\_

Distribution:  Club/Organization Advisor  Student Life and Leadership  Bursar's