



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 | Visit us: studentlife.fullcoll.edu

Date: _____

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: _____ Email: _____

b. President: _____ Email: _____

c. Advisor 1: _____ Email: _____

d. Advisor 2 (Optional): _____ Email: _____

e. Other: _____ Email: _____

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*

a. Treasurer: _____ Print Name: _____

b. President: _____ Print Name: _____

c. Advisor 1: _____ Print Name: _____

d. Advisor 2: _____ Print Name: _____

Please submit to: Student Life and Leadership, Cruz Reynoso Hall, Room 214 (Student Center)

STUDENT LIFE AND LEADERSHIP OFFICE USE ONLY

Authorized by: _____
Director of Student Life and Leadership

Approved by Bursar's Office on: _____

Date Established: _____

Bursar's Account #: _____

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