

**Club Authorization Signature Card Policy**

Club Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

The following officers Listed below are authorized to sign requisitions for club. This will be required to update every semester just in case something changes in the club structure.

\*\*Its recommended that the following officers should be the President and Treasurer, and Advisor of the club only.

Name (Print)	Officer Title	Signature

Once the form is completed and charter has been approved, the Student Activities & Campus Life Office will submit the form to the ASMC Accountant. If you are a new student club an account number will be established in the name of your student club. Student clubs are required to uphold Peralta Community College District, Merritt College, and ASMC Inc. polices and procedure when doing anything.

If your student club becomes in-active for two academic years your account will be eliminated and funds will be returned to the Associated Students of Merritt College (ASMC) Inc. Accounts. Signing off on this form indicates that your student club agrees and will adhere to the policies and procedures of Merritt College, Peralta Community College District, and ASMC Inc.

**Office Use Only:**

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**Director of Student Activities and Campus Life**

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**Vice President of Inter-Club Council**