FY 2010-2011 Authorization for Cost Center and Spending Authority
For Central Lakes College Student Association
Recognized Student Clubs

Club Name ______________________________

Campus Senate Brainerd ☐ Staples ☐

Authorized Club Advisor
For Spending Authority ______________________________

Verification of Club Documentation

- ☐ Student Club Intent to be Active application completed
- ☐ Names of at least 10 members
- ☐ Names of an administrative approved advisor
- ☐ Club Constitution
- ☐ Names of elected officers

Verified By: ______________________________ ____________________
Campus Student Senate Treasurer Date

Spending authority club allocation: $_________ (up to $750 each semester, $750 includes the club advisor stipend. All requests for expenditures require signatures from both the club advisor and the club treasurer.

Approved by: ______________________________ ____________________
Dean of Students Date

Approved by: ______________________________ ____________________
Director of Student Life Date

The above signatures authorized the budget transfer from the respective Student Senate Cost Center to the Club Cost Center.

To be completed by Director of Business Services

Cost Center: ____________________

Approved by: ______________________________ ____________________
Director of Business Services Date

Business Office will distribute copies to:

________Club Advisor _______Director of Student Life

________Senate Treasurer

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