

**FY 2011-2012 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: _____ Date _____
Campus Student Senate Treasurer

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: _____ Date _____
Director of Diversity

Approved by: _____ Date _____
Director of Student Life

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: _____ Date _____
Director of Business Services

Business Office will distribute copies to:

_____ Club Advisor _____ Director of Student Life

_____ Senate Treasurer