

**FY 2011-2012 Authorization for Cost Center and Spending Authority
For Central Lakes College Student Association
Recognized Student Organizations**

Organization Name _____

Campus Senate Brainerd _____ Staples _____

Authorized Organization
Advisor for Spending Authority _____

Authorized Organization
Treasurer for Spending Authority _____

Verification of Organization Documentation

- _____ Student Organization Intent to be Active application completed
- _____ Names of at least 40 members or proof of an affiliation with a national charter
- _____ Names of an administrative approved advisor
- _____ Constitution
- _____ Names of elected officers

Verified By: _____ _____
 Campus Student Senate Treasurer Date

Spending authority organization allocation: \$_____ (Your organization is entitled to an amount of up to \$1,750.00 the beginning of the fall semester, and up to \$750.00 when you reapply in the beginning of the spring semester. \$750 includes the organization advisor stipend. All requests for expenditures require signatures from both the organization advisor and the organization treasurer.

Approved by: _____ _____
 Director of Diversity Date

Approved by: _____ _____
 Director of Student Life Date

The above signatures authorized the budget transfer from the respective Student Senate Cost Center to the Organization 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:

- _____ Organization Advisor _____ Director of Student Life
- _____ Senate Treasurer