

Index Request Form

Student Organization

(Please print the following information)

Organization: _____

Requestor's Name: _____

Advisor: _____

This request must be read and approved by the advisor of the organization before an index number will be established. Please read carefully each of the bulleted items below and if there are any questions, please contact the Accounting Office, x8173. Once this form is completed and returned to the Accounting Office, an index number will be established. Once the index number is established, it will be entered at the bottom of this form and a copy of this form will be sent back to the advisor for their files.

The following are requirements for maintaining this index:

- This index should keep a **minimum balance of \$100.00** at all times.
- Monthly Budget Reports, which will only be sent to the advisor, are distributed at the beginning of each month. Advisors are to thoroughly review these reports to ensure the accuracy of entries and the balance of the index. Advisors will pass this report to the student officers.
- All check requests **MUST** be signed by one of the **officers** of the organization **AND** the advisor. The advisor's signature verifies that the student is an officer of the organization.
- If the index should fall into a deficit, a deficit letter will be sent to the advisor and the advisor **MUST** work with the organization to clear the deficit **ASAP**. The index may be inactivated until a deposit is made to restore the balance of the index to the \$100.00 minimum balance. This deposit must be brought to the Accounting Office so the index can be re-activated.
- When there is an advisor change, please contact the Accounting Office with the name and address of the new advisor.
- When there is no longer a need for the index number, please contact the Accounting Office to request an index termination. The balance of the index must be -0- before the termination can occur and the Monthly Budget Report is removed from distribution.

As the advisor for the above organization, I have read and understand the responsibilities required of me.

Advisor's Signature

Date

The Accounting Office has established Index No. _____ for your organization.