

# RSO Spending Authorization Form

## SG - STUDENT BUSINESS SERVICES (SBS)

To gain access to spend your student organization's A&S Budget, you must have completed the Financial Officer (FO) Training **and** must be listed as a member of the Registered Student Organization's board on **BullsConnect**

(ALL INFORMATION REQUIRED)

**PLEASE TYPE OR PRINT CLEARLY**

**SIGN WITH A PEN or use (DOCUSIGN.COM if you have access)**

Registered Student Organization's (RSO's) Official Name (Do Not Abbreviate) Date You Completed FO Training

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<b>Requesting Financial officer's First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>

<b>USF Email Address</b>	<b>Telephone (including area code)</b>
	(    )

**Requesting Financial Officer 's Signature** Must be that of the person whose name is above

Signature of Requester Listed Above-----

**RSO PRESIDENT or Vice President**

**Only the organization's President or Vice President (VP) who is listed on BullsConnect may print their name & sign below.** As the President or Vice President of this RSO, I acknowledge that all requests to use the A&S Budget including those for services obtained from the MSC's Event Meeting Services (EMS) & other USF Departments will be submitted for review, in accordance with SBS policies. **The name and signature of the President or VP below cannot be the same as the person above.**

Full Name (Type or Print)

Signature

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**Once completed, please email the PDF attachment to:**

**[SG-RMDOrghelp@usf.edu](mailto:SG-RMDOrghelp@usf.edu)**

**DO NOT COMPLETE THE SECTIONS BELOW - For SBS USE ONLY**

DATE	INITIAL		COMMENTS
		FO Training verified	
		BullsConnect verification for requester ( <b>officer</b> )	
		BullsConnect verification for President or VP	
		The RSO does not already have <b>four</b> FOs listed	
		Added New FO in EXCEL & Active Financial Officer List	

**Chart Field**

FUND	DEPARTMENT	PRODUCT	INITIATIVE
25000			0000000