

Account Signature Person Expectations

If you are authorized to sign financial paperwork on behalf of your organization (as listed on OrgSync), the Student Organization Business Office (SOBO) expects the following from you:

- Familiarize yourself with the 'Frequently Asked Questions,' 'Financial Guidelines' and 'Cash Handling' documents on the SOBO website.
- Know your account number and the source of funds (student government, '00,' etc) being used when spending.
- Keep your own running total of the actual balance of your account—including pending deposits and payments—for each source of funds.
- Complete paperwork in a timely manner.
- When providing estimates for expenses, do your research to obtain accurate figures.
- Pass on account information and your knowledge of SOBO procedures/policies to your successor.