ROOM CHARGE AUTHORIZATION

I, _____, in the role as Faculty/Staff Advisor for
(Faculty/Staff Advisor)

_____, give the Office of Schedules &
(Student organizations name)

Reservations permission to debit the center number provided below for room charges that may be incurred for facility use on campus during the academic year. The only notification I will receive informing me of these charges being debited from the organizations account will be from the entry on the organizations accounting ledger sheets provided by the Accounting Department.

_____ _____
Faculty/Staff Advisor Signature Date

_____ ____ - _____ - _____ - _____
CHARGE ACCOUNT CENTER NUMBER

I acknowledge that I have been made aware of this procedure:

_____ _____
Student Organization President or Treasurer Date