



Second Authorized Signer Form PURCHASE REQUEST

PURCHASE

(An organization's second authorized signer is a student that is an executive board member and financially certified for this fiscal year. This person should be listed on the "Authorized Student Government Statement" form for their organization, which must be on file in the SGA Accounting office. The second authorized signer cannot be the person submitting the purchase request.)

I, _____ as an authorized signer for _____
(First & Last Name) (Recognized Student Organization)

Acknowledge the purchase request of \$ _____ to _____.
(Amount) (Company/Organization)

Signature _____ Date _____

ADVISOR

(The advisor should complete this section if the purchase exceeds \$1,000 to account for organization spending of large amounts.)

I, _____ as the advisor for _____
(First & Last Name) (Recognized Student Organization)

Acknowledge the purchase request of \$ _____ to _____.
(Amount) (Company/Organization)

Signature _____ Date _____