

**Student Organization Name:**

Check here if this is an organization name change

**Date Form Submitted:**

**Student Organization Update Form**

Complete this form when your group has a change in officer(s), advisor(s), name, or to request access to the General Ledger (G/L).

When complete, submit a copy of this form to the Office of Student Activities (UC 2<sup>nd</sup> floor)

**GL Account Number(s)**

**ASWU**  
**1-0290-\_\_\_\_\_**

**Non-ASWU**  
**1-0291-\_\_\_\_\_**

**Advisor(s)**

**Former**

**Incoming**

Check here to grant G/L Access to advisor(s)

**Officers**

**Former**

**Incoming**

(Check **only** 2 boxes for officers with G/L access and have both officers read and sign the agreement below)

**President** (Primary Contact)

**Co-President\***

**Vice President\***

**Secretary\***

**Treasurer**

**Other officers\***

**Officer Title:**

**Officer Title:**

**Officer Title:**

**Officer Title:**

*\*If applicable*

**GENERAL LEDGER ACCOUNT ACCESS AUTHORIZATION**

I agree that:

1. I will reconcile the account on a regular basis and will resolve any discrepancies by contacting the Accounting Office.
2. I agree that the account will be used for student organization purposes only and I will comply with Willamette University policies.
3. I understand that improper use of the account will result in disciplinary action.
4. I understand that it is my responsibility to ensure the account isn't overdrawn at any time.
5. I understand that I am responsible for ensuring the General Ledger account number is kept private.
6. I agree that at the end of my appointment as officer for the student organization, I will assist with sharing helpful financial and account information with incoming officers.