



TEAMS – FINANCE ACCOUNT INFORMATION

Team Name	
Team Info (attach additional info, i.e. team website description)	
Team Email	

Names of Applicants / Contact Info:

Three individuals from the team needs to be listed, preferably the President/Captain, Treasurer, and VP.

	Name, Title	Email	Phone #
1			
2			
3			

Designated Signing Authorities (2):

These two individuals are responsible for signing and approving all expense claims for members of the team. When a designated signing authority claims expenses, the other signing authority must co-sign. Designated signing authorities cannot authorize his/her own expense.

	Name	Signature
1		
2		

Faculty Advisor: Review and approve team’s purchases

Name, Dept	Contact Info (Email/Phone #)	Signature

OFFICE USE ONLY			
Speedchart	Worktag	Requested By	Date Requested