

CHANGE OF ADVISOR FORM
Student Organization Finance Office
Norris University Center
(847) 491-2328 ♦ sofo@northwestern.edu

DATE _____

ACCOUNT NAME: _____

ACCOUNT NUMBER: 20 _____ — _____ — _____ SHORT NAME: _____

RECOGNIZING AUTHORITY: _____

All student organizations having accounts with the Student Organization Finance Office (SOFO) have been recognized by Northwestern University and are subject to operating under the transactional guidelines found in the SOFO Policies and Procedures Handbook (http://www.norris.northwestern.edu/image/doc/SOFO_PP_06-07.pdf). These guidelines have been created to promote transactional transparency in the student groups' finances.

Advisors are asked to review their student organizations' payment and reimbursement transactions—voucher requests and supporting documentation (such as receipts, invoices, etc.)—for appropriateness with respect to organizational purpose and University policy. All advisor signatures, appearing on the supporting documents of a transaction, will be compared to the advisor's signature on file in SOFO. To this end, your signature will be scanned and entered as an authorized Northwestern representative/advisor for the student organization listed above.

Please keep in mind that SOFO will not accept receipts and/or documentation signed by individuals not authorized to do so. Also a change of advisor will not be recorded in a student group's file until the outgoing advisor notifies SOFO formally by letter or email. Signatures must be made in indelible ink.

NEW ADVISOR:

(PRINTED NAME) (SIGNATURE) (DATE)

(DEPARTMENT NAME) (UNIVERSITY PHONE NUMBER) (UNIVERSITY E-MAIL)

PRECEDING ADVISOR NAME: _____ Dept: _____

A letter to SOFO, from the person who is retiring from her/his responsibilities as advisor to a student group, is required as notification of this fact. The letter may be in the form of an e-mail, or sent via campus mail.

-----For Office Use Only -----

Receiving Attendant _____ Date: _____

Date Memo RCVD _____ SOFO Approval: _____ Date: _____