



Effective July 1, 2025-June 30, 2026

**My group, \_\_\_\_\_, agrees to abide by State, University and ASM policies and procedures for fiscal year 2025-26. The following policies and procedures can be found with the SSFC Financial Specialist.**

**My group agrees to the following:**

- The group's authorized signers and the names of individuals who will serve as contacts for my group will be kept current and up-to-date with the GSSF Program Specialist at all times.
- Our group's authorized signers will be responsible for submitted financial business forms three (3) weeks prior to a purchase, program date, or travel departure date.
- If an expense was not explicitly included in the original GSSF budget proposal approved by SSFC, our group's financial officer will be responsible for submitting a budget alteration (as policy requires) or informing the SSFC Chair (as policy requires) to receive prior approval from the SSFC Chair and GSSF Program Specialist before expending funds.
- University Business Services may require documentation for processing certain expenditures beyond that which is required for SSFC to consider budgets. I will provide additional justifications, upon request, to the GSSF Program Specialist for food, apparel, and other expenditures.
- Our authorized representatives agree to complete and submit the equipment/furniture inventory record by July 1 of each new fiscal year detailing what equipment has been purchased from SSFC funds. We also understand that periodic site checks will be made of said equipment throughout the year. We also understand that SSFC has an official procedure that must be followed for disposing of said equipment, which can include returning the equipment to SSFC. We also understand that said equipment is to be used only for the group's use. Personal use of equipment will be in violation of this agreement.
- Segregated university fees will not be used for personal benefit. Fraudulent use of resources including equipment will be reported.
- Student payroll paperwork will be completed prior to the student beginning employment. This includes enrollment verification each semester, I-9, W-4, direct deposit, employee add/change forms and appropriate paperwork for international student employees. We also agree that any students of our group who serve as student supervisors will be responsible for verifying the hours worked by the students they supervise, i.e. hours listed on the timesheets submitted for payment. This student supervisor(s) will also be available to respond to clarifying questions asked by the GSSF Program Specialist on any irregularities on said student timesheets submitted for payment.
- As the group representative, I understand the GSSF allocation provided to our group cannot in turn be allocated to other organizations to support their activities/programs. Funding can only be used by the group awarded a budget for their activities/programs. It is important that organizations work together and collaborate; however, co-sponsorship guidelines must be followed to support co-sponsored events.
- I understand that all segregated university fee-funded programs and groups are subject to periodic audits. All financial records and equipment purchased from SSFC funds must be available for inspection with reasonable notice.
- Funds cannot be expensed from the group's budget until this statement of agreement has been signed and submitted to the GSSF Program Specialist or ASM Funding Advisor.

**Signatures of the authorized signers for the organization named above.**  
**Orgs must designate two payroll approvers using the first and second signature lines:**

_____	_____	_____
Print and Sign Name	Payroll Approver	Effective Date
_____	_____	_____
Print and Sign Name	Payroll Approver	Effective Date
_____	_____	_____
Print and Sign Name		Effective Date
_____	_____	_____
Print and Sign Name		Effective Date

**Check Completed Signer Trainings**  
Intro Pay Forms

ORGANIZATION'S NAME: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESSES\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UDDS NUMBER: \_\_\_\_\_

\*Email addresses listed must be the general email address of the organization and/or personal addresses of those listed as authorized signers. Emails from ASM or University staff regarding financial matters will only be sent to addresses on this form.

## Reminders & Instructions

GSSF groups cannot access their budget without two authorized signers. This form is the official record of authorization for each group, and only the individuals listed on it can access funds or make purchases on behalf of their organization.

Because it is critical that this information be kept accurate and up-to-date, a group must resubmit a new form every time it adds or removes a signer. That form must include a complete and accurate list of all current signers. Keep in mind that previous signers are never "carried over" during an update unless they sign the new form with an updated date.

Before signing this form, individuals are required to complete Authorized Signer training covering Policy, Payroll, and Purchasing. Training status is verified any time a student signs this form. If someone signs this form who has not completed training, the organization will be asked to submit a new form and removing the un-trained individual. Individuals will not be granted signer status until they have completed the training **in full**. Training is typically offered three times per year, and funded organizations are expected to plan their hiring periods accordingly. Please contact the ASM Funding Advisor if you have questions regarding Authorized Signer Training

Authorized Signers who approve timesheets for other employees cannot approve their own timesheet.

For additional resources and contact information of staff, visit [www.asm.wisc.edu](http://www.asm.wisc.edu)