



## Account Use Approval Form

Registered Student Organizations may use this form in order to obtain products or services from University Departments. This form must be filled out in its entirety. Fill this form out digitally and email to [rso@mtu.edu](mailto:rso@mtu.edu) or print out and return to Student Leadership & Involvement (MUB 112) for approval. You may utilize this form in order to receive a bill directly to your organization or to deduct the costs from your USG SAF Allocation for the year. Questions regarding this form can be directed to [rso@mtu.edu](mailto:rso@mtu.edu).

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_  
(First) (Last)

Description of Services/Items Provided:

\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Department to Pay: \_\_\_\_\_

Total Charge: \$\_\_\_\_\_

Bill Directly to Organization

Charge USG Student Activity Fee Allocation

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### For Office Use Only

Approved by: \_\_\_\_\_  
\_\_\_\_\_

Date Approved: \_\_\_\_\_

*SLI Staff Member*

Charge University Index #: \_\_\_\_\_

Pay University Index #: \_\_\_\_\_

CC Payee Email: \_\_\_\_\_