Date:	
ACCOUNT NAME:	
ACCOUNT NO.: 2 0	SHORT NAME:

Student groups/teams having accounts with the Student Organization Finance Office (SOFO) are subject to operating under its transactional guidelines as well as those of the Norris Cashier's Office (NCO) and Northwestern Financial Operations. These may be found in various published resources and on the websites of each respective area. They have been created to promote financial transparency and ensure compliance with institutional/governmental requirements.

Advisors are asked to periodically review their student organization's processes to ensure equity and concordance with