

## **Absence of Signature for Financial Requests Policy**

### **PURPOSE**

This policy describes the guidelines for the proxy on signature for financial forms for in Associated Students, Inc. for the ASI Vice President and ASI President.

### **POLICY**

In the absence of signature of the ASI President or the ASI Vice President, for a financial request, a designated proxy is assigned.

This policy was voted on and approved by the ASI Board of Directors on:

Revision: 09/28/10, 08/01/2011, 10/04/2011

The following signature by the ASI President, verifies the approval of the ASI Board of Directors:

\_\_\_\_\_

Print Name



\_\_\_\_\_

Signature

\_\_\_\_\_

Date

*\* This policy may be amended by a two-thirds vote of the ASI Board of Directors.*

## **PROCEDURE**

### **1.0 Absence of the ASI Vice President**

1.1 The ASI President shall assume the signatory duties of the ASI Vice President for all ASI Check Request forms after five (5) academic days of absence, illness, or vacancy of position of the ASI Vice President or as designated in writing by the ASI Vice President.

### **2.0 Absence of the ASI President**

2.1 The ASI Vice President shall assume the signatory duties of the ASI President after five (5) academic days of absence, illness, or vacancy of position of the ASI President or as designated in writing by the ASI President.

### **3.0 Absence of the ASI Vice President**

3.1 The ASI Vice-Chair of Budget shall assume the signatory duties of the ASI Vice President, Internal after five (5) academic days of absence, illness, or vacancy of position of the ASI Vice President or as designated in writing by the ASI Vice President.