

**LOKER UNIVERSITY STUDENT UNION, INC.  
ACCOUNT DIRECTOR AND APPROVED ACCOUNT SIGNERS**

The University Student Union Director is the person designated as the primary signer on University Student Union accounts. The University Student Union Director is ultimately responsible for all transaction involving the University Student Union.

Approved account signers are persons designated by the University Student Union Director to approve deposit and withdrawal transactions involving University Student Union accounts. Authorization of payment in excess of \$1,000 require the signature of the University Student Union Director and one additional account signer.

An individual must **never** be an account signer on an account receiving funds donated by that individual.

Signature samples for all approved account signers must be on file with the University Student Union's Accounting Service Provider (currently CSUDH Foundation) in order to assure valid approval of transactions to University Student Union accounts.

If there is a change of approved account signers, a memo must be directed to the University Student Union's Accounting Service Provider stating the changes and a new signature card completed. If there is a change in the University Student Union Director, the memo must be signed by the outgoing director or the Vice President for Student Affairs. If there is a change of approved account signers, the University Student Union Director must sign the memo.