

Authorized Representatives Sheet

http://deanofstudents.utexas.edu/sald/

Only the members listed on an authorized representative sheet may represent the organization in official dealings with the University.

Regents' Rules (Part One, Chapter VI, Section 4.71) require that a list of authorized representatives be submitted as part of registration at the beginning of each semester, and that information will be kept current. **PLEASE NOTE:** The following is considered public information, except that the UTEID will not be included on any published list. The person completing this form must determine that each representative understands the information is available to the public.

Name of Organization: (please print) _____

Webpage Address: _____ Email Address: _____

Mailing Address or SOC Box #: _____

City, State _____ Zip code _____ Office phone: if applicable _____

Campus Office Address: (if applicable) _____

*****If persons authorized on the bank account have also changed, you must complete a separate bank authorization form.*****

YOU MUST LIST AT LEAST THREE REPRESENTATIVES. PLEASE PRINT ALL INFORMATION.

<u>PRINT NAME</u>	<u>UTEID</u>	<u>TITLE OF OFFICE</u>	<u>PHONE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

UNIVERSITY ADVISOR: (optional) SALD highly recommends having an advisor, however they are not required. An advisor can help provide continuity and assist in designing and evaluating organization goals and activities. An advisor can also serve as a signatory on official forms when other authorized representatives are not available.

Name of University Advisor: _____ X _____

UTEID _____ Advisor's UT title _____ *Signature required if changing advisors*
UT Dept _____

Office address: _____ Campus Mail code: _____ Phone: _____

I hereby certify that this organization 1) is active; 2) conducts its affairs in accordance with the Regents' Rules, University regulations and administrative rules; 3) has filed with SALD a list of any property it owns, leases or otherwise controls; and 4) that the above named persons have agreed for the information to be public.

_____ X _____
Print name of current authorized representative signature date

As a previously authorized representative or as the advisor for this organization, I certify that these are new authorized representatives.

_____ X _____
Print name of previously authorized representative signature date

