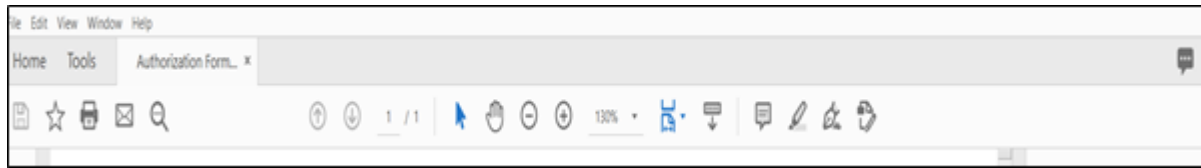


1. Download the **SFO Authorization Form**.
2. To edit the form, click on the pen icon in the tool bar.



3. Use the “X” (Crosscheck) to mark the appropriate boxes to indicate the reason for completing the form.
4. Use the “**Ab Text**” function to fill in the appropriate fields with:
  - a. faculty adviser information
  - b. student officer information
  - c. purpose of the organization
  - d. source of funds
  - e. type of expenses



5. In light of COVID-19 and in an effort to maintain social distancing, we will be allowing “signatures” to be completed via email rather than an actual signature on the form. To authorize via email, please email your completed form to [SFO@UWLAX.EDU](mailto:SFO@UWLAX.EDU) and include the following in the body of your email:

I, {FIRST NAME LAST NAME}, authorize this document via email.

6. Please note that you must obtain email “signatures” from all other student officer(s) and faculty/staff advisers before you can submit this form. We recommend emailing a copy of the completed form to each of the student officers and faculty advisers and asking them to reply to you with the authorization language as outlined in step 5a.
7. The email replies from all student officers and faculty advisers should be included when you submit the authorization form to [sfo@uwlax.edu](mailto:sfo@uwlax.edu). Any forms submitted without all of the necessary “signatures” will not be processed.