

**AMERICAN SOCIETY FOR ENGINEERING EDUCATION**  
**BANKING AND ACCOUNTING SERVICES (BASS)/OPERATING ACCOUNTS**  
**OFFICER'S SIGNATURE FORM**

**Section/Division/Council:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Officer(s) authorized to approve account disbursements:*

**Section/Division/Council Chair**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Institution/ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Section/Division/Council Treasurer**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Institution/ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Authorization form submitted by outgoing chair**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please submit to Accounting Services at ASEE Headquarters.**

**Email to:** [A.Graham@asee.org](mailto:A.Graham@asee.org)

**Mail to:** ASEE

Attn: Alisa Graham, BASS Account Administrator  
1818 N Street NW  
Suite 600  
Washington, DC 20036

*By signing this form, you are verifying that you have read and understood ASEE's Financial Policy and Operating Manual, which are posted on our website at [www.asee.org/member-resources/resources](http://www.asee.org/member-resources/resources).*

*This Signature Form mirrors the last page of the Unit Annual Report. No need to complete again if already submitted.*