



Northern Illinois University

## Accounts Receivable Officer Authorization Approval

AR Customer Number:

**ORG123456**

for

**Victor's Club**

This is to certify that

**Victor E. Huskie** President

**Victoria E. Huskie** Vice President

**are the only authorized AR Officers to use this account and are responsible for any charges that are made and/or events that are reserved during this authorization period.**

- This AR Officer Authorization Approval is the only official document to authorize billing for Victor's Club. **Present a copy of this document along with a photo ID to departments when scheduling events.**
- It is the responsibility of Victor E. Huskie and Victoria E. Huskie to protest the charges if there is a discrepancy in the billing.
- An AR hold will be placed on accounts with outstanding balances at the end of the semester, or if there is a change in officers before the end of the semester.
- A hold preventing receipt of transcript and/or future registration may be placed on the MyNIU student financial accounts of Victor E. Huskie and Victoria E. Huskie if an unpaid invoice becomes more than 30 days past due.
- Before new AR Officers can be approved, all balances for Victor's Club must be paid in full.

This AR authorization is valid for

**Spring 2019**

and will expire

**May 31, 2019**

or whenever there is a change of officers, whichever comes first.

**Issued Date: February 12, 2019**

**Authorizing AR Staff Member: Judy Rourke**

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