**2020-2021 StudentPrint Accounts for GSSF’s**

**Spending Limits** (required for all GSSF accounts): Amount entered should be the printing line budget you expect to spend with StudentPrint for FY21. Your ASM Financial Specialist must sign off on your spending limit. Your orders will be processed to the specified limit only. *To change GSSF account spending limits,* you must submit a budget alteration request with SSFC. StudentPrint must be notified of approved budget alterations in writing by your ASM Financial Specialist; via email or by signing an amendment to this form. Spending limits will not be modified without ASM approval.

**Authorized Signer/User Lists**:

* GSSF groups have Authorized Signers for the RSO. Authorized Signers are students have completed required training and paperwork with ASM.
* Only Authorized Signers for the GSSF identified by ASM can designate authorized users. A list of Authorized Signers and Authorized Users must be submitted to StudentPrint.
* Only those on the list will be able to submit orders and proof them. Any member of the GSSF may sign for and pick up orders.
* Changes to the Authorized User lists may be submitted in writing by an ASM Authorized Signer only. Any change requests must be in writing. Lists will not be modified by phone or by verbal request.
* Please indicate ASM Authorized Signer names with an \* to distinguish from authorized users.

**Please Note**: RSO’s are responsible for insuring ASM funding regulations are followed. Charges to account may be charged back to the RSO by ASM if regulations are not followed.

**Minimum Charge Policy**: There is a $2.00 minimum for charges made to accounts.

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| Department*6 digits**(required)* | Fund*3 digits**(required)* | Program*1 digit**(required)* | Project*(if applicable)* | Account*(duplicating)* | Class/Bldg. #*(if applicable)* |
|  |  |  |  | **2670** |  |

StudentPrint can have your account set up in one business day after we have received the following complete information:

|  |  |
| --- | --- |
|  **GSSF NAME:** |  |
| **ASM Financial Specialist Signature:** |  | **Spending****Limit:** |  |
| Authorized **Signer** Names: | Email address: | Authorized **User** Names: | Email Address: |
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If you have any questions contact Matthew Douglas, StudentPrint Advisor at matt.douglas@wisc.edu or (608) 262-6216. Please return this information to matt.douglas@wisc.edu and copy stuprint@rso.wisc.edu.

THANK YOU FOR SUPPORTING STUDENTPRINT!!