



**IOWA STATE UNIVERSITY**  
**STUDENT GOVERNMENT**

Election Commission | electioncommission@iastate.edu

**Executive Statement of Intent**

I, \_\_\_\_\_, and I, \_\_\_\_\_ do hereby declare our candidacy for President and Vice President in the Spring 2022 Student Government General Election.

I understand the Student Government Election Commission governs the Student Government elections and agree to follow the rules and procedures outlined in the Constitution, Student Government Bylaws, Election Code, and any rules and procedures outlined by University Policy.

I understand that the Attorney General will prosecute all violations, and I will abide by the decisions the Election Commission rules on. Any person found to violate election law shall be subject to fines as outline in the Student Government Election Code and/or disciplinary action by the Dean of Students Office for violation of the Student Conduct Code.

I understand that I will be responsible for all fines and charges related to my campaign as detailed in the Election Code and that if fines remain unpaid the day prior to the election certification date, the Election Commission will consider my candidacy to be in poor standing.

By signing this Statement of Intent, I also give permission to the Student Government and advisory and Student Government Election Commission to check my necessary university records to determine eligibility to run for and hold office in Student Government, in accordance with Student Government Law.

I hereby declare that our campaign shall utilize the following campaign funding option:

Private Funding ☐      Public Funding ☐

**X**

\_\_\_\_\_  
Signature of PRESIDENTIAL candidate

\_\_\_\_\_  
Date

**X**

\_\_\_\_\_  
Signature of VICE-PRESIDENTIAL candidate

\_\_\_\_\_  
Date

Presidential Candidate Name:	Vice-Presidential Candidate Name:
College and Major(s):	College and Major(s):
ISU Email: <div style="text-align: right;">@iastate.edu</div>	ISU Email: <div style="text-align: right;">@iastate.edu</div>
University ID Number (nine digits):	University ID Number (nine digits):
Phone Number:      (    )      -	Phone Number:      (    )      -



**IOWA STATE UNIVERSITY**  
**STUDENT GOVERNMENT**

Election Commission | [electioncommission@iastate.edu](mailto:electioncommission@iastate.edu)

**Campaign Finance Officer Agreement**

I, \_\_\_\_\_, accept the duties and responsibilities of the campaign's Finance Officer.

**X**

\_\_\_\_\_  
Signature of campaign FINANCE OFFICER

\_\_\_\_\_  
Date

Campaign Finance Officer First Legal Name:

Campaign Finance Officer Middle Legal Name:

Campaign Finance Officer Last Legal Name:

College and Major(s):

ISU Email:

@iastate.edu

University ID Number (nine digits):

Phone Number: (     )     -    

**Further Instructions for the Finance Officer:**

The Finance Officer **must** fill out the Iowa State University COA Purchasing Card Program Cardholder Agreement Form attached to this document. Upon submission of the Executive Statement of Intent, Campaign Finance Officer Agreement and COA Purchasing Card Program Cardholder Agreement to the Election Commission, the Election Commission Treasurer will add the Finance Officer to the Election Commission Roster. The Finance Officer must then accept their position as both a member and officer within the Election Commission to be able to receive a purchasing card. Once the Finance Officer has accepted their positions within the Election Commission, the Election Commission Treasurer will apply for a purchasing card on behalf of the Finance Officer. Once the ISU Campus Accounting Office receives and processes the purchasing card request, the Finance Officer will be enrolled in Campus Organization Accounting Student P-Card Training Canvas course that must be completed, and the passing score sent to the COA Office. Only after the Finance Officer has completed the required training will the COA Office order a purchasing card.

**IOWA STATE UNIVERSITY**  
**COA PURCHASING CARD PROGRAM**  
**Cardholder Agreement**

The ISU Campus Organizations Accounting (COA) Office, in coordination with ISU Procurement Services, US Bank and Elan Financial Services, will issue the COA Purchasing Card.

Discrepancies are the responsibility of the organization to resolve. If there are charges the organization wishes to dispute, it is the responsibility of the organization to first contact the merchant to seek a resolution. If not satisfied with the outcome, the organization shall contact the COA Office within thirty (30) days after the transaction is posted to initiate a formal billing inquiry with US Bank. The student organization cardholder and treasurer shall process all transactions using the Workday program within a ten (10) day period after a transaction has posted. Documentation is subject to audit.

The cardholder has full liability for any improper charges that result from allowing others to use the card. Should a cardholder leave the university or student organization, the cardholder's organization has the specific obligation to notify the Student Purchasing Card Program Administrator within five (5) calendar days. The cardholder may not make personal purchases on the card and then reimburse the organization/university. All card charges and associated fees will be the responsibility of the cardholder's organization.

Should a card be lost or stolen, the cardholder and cardholder's organization are responsible for notifying US Bank at 800-344-5696, the COA Purchasing Card Administrator at (515) 294-6015, and the ISU Public Safety Office at (515) 294-4428 within five (5) calendar days.

As holder of this Student Purchasing Card, I agree to accept the responsibility for the protection and proper use of this Student Purchasing Card, as enumerated in this Agreement and the User Guide for Iowa State University Student Purchasing Card Program (COA P-Card Manual).

I further understand that improper or fraudulent use of the Student Purchasing Card may result in disciplinary action in accordance with the student conduct policies and/or violation of criminal laws. Should I fail to use this Student Purchasing Card properly, I authorize the university to charge my university bill, an amount equal to the total of the improper or non-documented purchases. I also agree to allow the university to collect any amounts owed by me, even if I am no longer affiliated with the university. The unpaid account may be referred for collection where I agree to pay the collection costs. If the university initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the university in such proceedings.

The Campus Organizations Accounting Office shall communicate any policy or regulation changes to the Cardholder by email, newsletter, and/or interoffice memo. I agree to comply with any additional changes communicated to me, effective on the date of the email, newsletter, or memo.

Iowa State University is required to transmit the applicant's full legal name to its card provider, U.S. Bank, to comply with the United States Bank Secrecy Act and USA PATRIOT Act. Applications without this information will not be accepted by U.S. Bank.

☐ I have read the cardholder agreement and consent to the release of my full legal name to U.S. Bank in connection with my application for an ISU purchasing card.

NOTE: Non-adherence to any of the procedures enumerated in the Agreement, the User Guide, or the Statement of Student Purchasing Card Receipt, may result in revocation of individual cardholder privileges and may also result in revocation of all student organizational Purchasing Cards.

Questions concerning ISU Campus Organizations Student Purchasing Card policies, procedures or purchases should be directed to the COA Purchasing Card Administrator at [tliven@iastate.edu](mailto:tliven@iastate.edu).

Full Legal Name

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Check box if no middle name

Last: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signatures on this form cannot be delegated, stamped, or digitally signed

**About this form:**

This form is to be reviewed and completed by the person applying for the p-card.

Once complete, scan or provide both pages of the form to the organization Treasurer, who can initiate the application request through Workday.

This form should be kept physically or electronically by the applicant/cardholder.

After the application is initiated by the treasurer, applicants will be enrolled in P-Card training in Canvas.

An overview of the P-Card application process and other information about the Campus Organization P-Card is available at: <http://www.controller.iastate.edu/campusorg/coap-card.htm>