



## A&S-GSO Departmental Information Sheet (FY 06)

**If this completed form is not returned by October 17, 2005, to the A&S GSO Administrative Assistant in 5141 Sennott Square your department will not be allowed to spend any of your funds until it is complete.**

Department: \_\_\_\_\_ Date completed: \_\_\_\_\_

### REPRESENTATIVE INFORMATION

The following people have been chosen to serve as representatives for the department listed above. In order for a department to maintain active status, a representative must attend at least every other meeting. All persons below will be put on the A&S-GSO distribution list unless otherwise requested.

**Department Representative (please print)** \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Full E-Mail Address: \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Announcements to be forwarded to your department should be sent to this address?

**Co-Representative or Alternate (please print)** \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Full E-Mail Address: \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Announcements to be forwarded to your department should be sent to this address?

**Additional email address** (such as a department listserv) for general announcements to be forwarded to graduate students: (Note: You may have to add [agsso@pitt.edu](mailto:agsso@pitt.edu) as a subscriber to the listserv, please add as a "no message" member.)

\_\_\_\_\_

### SPENDING AUTHORIZATION INFORMATION

The following people have been authorized and are responsible for the A&S-GSO allocation to the department listed above. The graduate students in the department have been made aware of this fact. You can't authorize your own reimbursement. Please note that reimbursements can only be made to the person that actually spent the money.

**Authorized person (print name):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Full E-Mail Address: \_\_\_\_\_

**Authorized person (print name):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Full E-Mail Address: \_\_\_\_\_

### WITNESSES

The undersigned agree that the above is accurate and true:  
(to be signed by two graduate students in the department other than the person authorized above.)

**First Witness (print name):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Second Witness (print name):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## RESPONSIBILITIES OF GSO REPRESENTATIVES

(From the A&S-GSO Constitution)

### ARTICLE IX DEPARTMENTAL DELEGATES TO THE COUNCIL

#### Section 1.

Each department's duly authorized delegate to the Council shall submit the following information to the President or Administrative Assistant at the beginning of each academic year:

- (1) Names of the officers of the department's GSO;
- (2) Name of the person responsible for the department's account;
- (3) Name of the department's delegate and alternatives.

#### Section 2.

If the officers of a department's GSO or the person responsible for a department's account should change, the delegate shall forward this change to the President. Any change must be accompanied by the signatures of the formerly and newly authorized persons.

#### Section 3.

Any department not represented at every other meeting of an academic term or that does not make use of its annual allocation shall be subject to reprimand by the Council, up to and including forfeiture of all funds.

The general responsibilities of the GSO representatives are as follows:

1. Attend monthly A&S-GSO Council meetings. If you cannot attend, send an alternate.
2. Post or distribute minutes from monthly meetings to graduate students in your department.
3. Make graduate students in your department aware of the GSO activities and the subsidy monies available.
4. **Forward emails from the A&S-GSO and other campus entities to the other graduate students in your department.**
5. Represent the interests and concerns of the graduate students in your department to the A&S-GSO.
6. Fill out and return signature authorization form to GSO Office, 5141 Sennott Square each year or whenever there is a change in reps.

If you have any questions about this form you can contact the A&S GSO Administrative Assistant at (412) 624-6698 or by email at [asgso@pitt.edu](mailto:asgso@pitt.edu). This form will also be available on the A&S GSO website ([www.pitt.edu/~asgso](http://www.pitt.edu/~asgso)), although because the form requires signatures electronic versions of the form will not be accepted as complete.