GLOS Notification of Property Damage or Fine Responsibility

PLEASE COMPLETE OPTION 1 OR OPTION 2

OPTION 1: This is to notify ________________________________ (Student’s Name) that their Administrative Account (DA$H) will be billed $___________ to cover the cost of the following property damage or fine (please describe):

________________________________________________________________________

________________________________________________________________________

Please sign below to acknowledge that you have been advised of this charge.

________________________________________________________________________

(Student Signature)

(Print name) __________________________________________ (Date) ____________

OR

OPTION 2: Treasurer / President / House Manager please provide a copy of:

1. Email stating that the student was advised of the possibility of a fine if a meeting / clean-up was missed

AND:

2. Email stating that you advised the student after the occurrence or damage that you would be fining them and the amount to be fined

Student names (s)

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<th>Student names</th>
<th>ID #</th>
<th>Amount</th>
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The following Executive Officer of __________________________ organization verifies above named student(s) responsible for this damage or missed event and has been notified that their Administrative Account will be charged.

*Either emails or student signatures must be included with this notification before it can be charged to an individual’s DA$H account.

________________________________________ (Signature) __________________________ (Name)

Treasurer, President, House Manager (Circle One)