

MEMORANDUM FOR 375 FSS/FSR

DATE: _____

FROM: _____
(PO or UA Name)

SUBJECT: Dissolution of a Private Org (PO)/ Unofficial Activity (UA)

1. Subject activity no longer wishes to have authority to operate on Scott Air Force Base. At a general membership meeting held on _____ members voted to dissolve.
(date)

2. Dissolution is effective: _____.
(date)

3. We will clear any outstanding liabilities with the PO/UA funds and ensure that these are satisfied before dissolution. If any assets remain we will dispose of them by:

4. Our organizational bank account at _____, will be closed
(Bank Name)
effective _____.
(date)

5. Should any further questions or concerns arise, please contact:

POC Name: _____

Phone Number: _____

Email: _____

Signature of Org Board Member

Signature of 375 AMW/JA Official

Printed Name of Org Board Member

Printed Name of 375 AMW/JA Official