

MEMORANDUM FOR 375 FSS/FSR

FROM: _____

SUBJECT: Treasurer Acceptance Statement

I, _____, have accepted the position of treasurer for
_____, effective _____. I have
reviewed the financial records of the organization and they are satisfactory. The amount of
money in the account at the time of my acceptance is \$ _____, and that amount
agrees with the financial statement and other financial records provided me at the time of
assumption of duties. I recognized no discrepancies.

Signature of New Treasurer

Date

Signature of Old Treasurer

Date

NOTE: A new Treasurer's Acceptance Statement is required each time your org changes Treasurers, no matter how frequently! Should there be no previous Treasurer, please explain why, unless your PO is just establishing.