DATE

MEMORANDUM FOR 355 FSS/FSR

FROM: Name of PO

SUBJECT: Dissolution of a Private Org (PO)

1. Subject activity no longer wishes to have authority to operate on Davis-Monthan Air Force Base. At a general membership meeting held on *\_\_ (Date) \_\_\_* members voted to dissolve.

2. Dissolution is effective: *\_\_ (Date)* \_\_\_.

3. We will clear any outstanding liabilities with the PO funds and ensure that these are satisfied before dissolution. If any assets remain we will dispose of them by (*explain how*)

4. Our organizational bank account at \_\_\_\_ (*Bank Name*) \_\_\_\_, will be closed effective *\_\_\_\_ (Date) \_\_\_\_.*

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

POC Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of President or Official

 NAME

 President or Official

 PO Name

1st Ind, 355 MSG/CC

MEMORANDUM FOR 355 FSS/FSR

Approve/Disapprove

 FSS COMMANDER, Colonel, USAF

 Commander