

**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.**