**RD010-TURNOVER OF ASSETS AND FUNDS**

XX October 2022

The **Complete Name of Student Organization (ABBREVIATION)** is the **insert brief description of your formation here** in the Polytechnic University of the Philippines-Manila. The **STUDENT ORGANIZATION ABBREVIATION 2022-2023** hereby **accepts all assets, i.e., tangible and intangible, and “state your total fund here in words” (₱ XXXX.XX) as the fund of the organization.** All assets and funds are turned over on **XX Month 2022** at **venue/platform of turnover ceremony** attended by the officers/executives of the **STUDENT ORGANIZATION ABBREVIATION 2022-2023** and **STUDENT ORGANIZATION ABBREVIATION 2021-2022.**

By all means, the undersigned declare that all data and information are in its truest forms and that providing false data and information, i.e., supplemented, and redacted may subject them to student disciplinary actions and may result to the nullification and voidance of the formation’s application for the **Term 2223.**

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| **COMPLETE NAME W/ SIGNATURE** | **COMPLETE NAME W/ SIGNATURE** |
| Treasurer | Treasurer |
| SO’s ABBREVIATION 2022-2023 | SO’s ABBREVIATION 2021-2022 |
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|  |  |
|  |  |
|  |  |
| **COMPLETE NAME W/ SIGNATURE** | **COMPLETE NAME W/ SIGNATURE** |
| President | President |
| SO’s ABBREVIATION 2022-2023 | SO’s ABBREVIATION 2021-2022 |

Attested and noted by:

**COMPLETE NAME W/ SIGNATURE**

Adviser

SO’s ABBREVIATION 2022-2023

**Imp.** Should there be no assets and funds (if any) to be turned over, state and revise the letter that there is none to turn over. Moreover, if the same set of officers/executives are still the same for the term, only the signatories of the present term should be present.