Universiti Tunku Abdul Rahman			
Form Title : **HANDOVER OF DOCUMENTS/PETTY CASH TO INCOMING STUDENT SOCIETY/CLUB**			
Form Number : FM-DSA-CSU-016	Rev No: 1	Effective Date: 01/05/2011	Page No: 1 **of** 1

Society/Club's Name: _____

I, _____, Student ID Number_____, as *Chairman / Secretary / Treasurer of _____ *Club/Society for the tenure of 20_____ to 20_____ hereby declare that I have received item(s) stated below from _____, the *Chairman / Secretary / Treasurer of _____ *Club/Society.

**Please delete whichever is not applicable.*

Please tick the relevant item(s):

☐ **Petty Cash, for the amount of RM_____**

☐**Petty Cash Book**

☐**Cash Book**

☐**Annual Financial Report**

☐**Annual Activity Report**

☐**Others** _____

Handed over by:

_____

Name:

Date:

Acknowledge receipt by:

_____

Name:

Date:

Witnessed by (DSA Officer):

_____

Name:

Date: