

DATE

MEMORANDUM FOR 355 FSS/FSR

FROM: Name of PO in ALL CAPS

SUBJECT: Financial Management Certification Memo

I certify that the insert name of PO has adequate segregation of duties and ensures that the procedures for authorizations are in place and followed in accordance with AFI 34-223. We also certify the proper documents and records are saved and that there is physical control over assets and records at all times. The members of this private organization have been informed of all internal procedures as stated in the Constitution and/or By-laws.

If you have any questions regarding this certification, please contact me at 520-XXX-XXXX (Personal phone number).

Print name and wet signature

President

Insert name of PO

*This is a Private Organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.*

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