# **Handover Agreement**

**SIGNING OFF**

I …………Name…………… of …………Club/Society…………… hereby declare that the following areas are fully updated and completed for handover of the system for the academic year of 2015/2016.

**Areas:**

1. **Finance –**
2. **Trip Away Forms –**
3. **Handover Documents –**

Signed ………………………………………………

Date ………………………………………………

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## **Signing Up**

I …………Name…………… of …………Club/Society…………… confirm that the system is fully updated, and I agree to take over as user for the academic year of 2016/2017.

Signed ………………………………………………

Date ………………………………………………