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| <div><div>YunTech</div><div>Academic Year:</div><div>Semester:</div><div>(Form No.:)</div></div> <div>Student Club Handover Report Summary</div> <div>Date : 2025/05/23</div> | | | | | | | | |
| Equipment Handover | | | Document Handover: | | | Financial Handover | | |
| Item Name | Quantity | Remarks | Document Name | Quantity | Remarks | Category | Quantity and Description | Remarks |
| School-Owned Items | | Attach property list | Files and Booklets | | Attach detailed list | Cash | | Attach detailed list |
| Club-Purchased Items | | Attach property list | Books | | Attach detailed list | Account Books | | Attach detailed list |
| Donated Items | | Attach property list | Audio/Visual Media | | Attach detailed list | Receipts | | |
| Classroom Inventory | (Checkmark) | Attach detailed list | Photo Albums | | Attach detailed list | Others | | |
| Consumable Stationery | | | | | | | | |
| <div>The three items listed above have been duly handed over. Please approve for record-keeping.</div> <div>Club Name : (Please affix the club seal)</div> <div><div>President :</div><div>Club Affairs Officer :</div></div> <div><div>Outgoing Personnel</div><div>Equipment Manager :</div><div>Treasurer :</div><div>President :</div><div>Club Advisor :</div></div> <div><div>Incoming Personnel</div><div>Club Advisor :</div><div>Equipment Manager :</div><div>Treasurer :</div><div>Director of the Extracurricular Activities Section :</div></div> | | | | | | | | |
| Note | <div>1. Within two weeks after the club's leadership change, prepare three copies of this form: submit one to the Extracurricular Activities Section, keep one for the club's records, and give one to the new club president ◦</div> <div>2. All signatures must be handwritten and stamped with the individual's personal (or official) seal ◦</div> | | | | | | | |

| | |
|---------------|-----------|
| Date Received | Club Copy |
| | |

YunTech

Academic Year :

Semester :

Club Name :

Student Club Financial Handover Form

Date : 2025/05/23

| | |
|----------------------|-------------------------------|
| Transferred Amount : | Cash : \$ |
| | Deposit Amount : \$ |
| | Total Transferred Amount : \$ |

(Please attach a photocopy of the passbook page that matches the deposit amount)

All the aforementioned handover tasks have been completed and verified to be accurate and consistent with the actual situation.

Club Name : (Please affix the club seal)

| | | | |
|-----------------------|-------------|-----------------------|-------------|
| Outgoing Personnel | President : | Incoming Personnel | President : |
| | Treasurer : | | Treasurer : |

| | |
|------|---|
| Note | All signature fields must be personally signed and stamped with the individual's personal (or official) seal. |
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YunTech**Academic Year :****Semester :****Club Name :****Student Club Office Handover Form**

Date : 2025/05/23

| | | |
|---|--|---|
| Club Office Number | | |
| Office Condition | 1.Doors and Windows | <input type="checkbox"/> Good <input type="checkbox"/> Damaged-Details : |
| | 2.Ceiling | <input type="checkbox"/> Good <input type="checkbox"/> Damaged-Details : |
| | 3.Ventilation Equipment | <input type="checkbox"/> Good <input type="checkbox"/> Damaged-Details : |
| | 4.Power Outlets | <input type="checkbox"/> Good <input type="checkbox"/> Damaged-Details : |
| | 5.Network Ports | <input type="checkbox"/> Good <input type="checkbox"/> Damaged-Details : |
| | 6.Internet Connectivity | <input type="checkbox"/> Good <input type="checkbox"/> Damaged-Details : |
| | 7.Lighting Fixtures | <input type="checkbox"/> Good <input type="checkbox"/> Damaged-Details : |
| | 8.Wall Partitions | <input type="checkbox"/> Good <input type="checkbox"/> Damaged-Details : |
| | 9.Curtains | <input type="checkbox"/> Not Present <input type="checkbox"/> Good <input type="checkbox"/> Damaged-Details : |
| Office Public Property | 10.Chairs | <input type="checkbox"/> Good/Quantity: <input type="checkbox"/> Damaged-Details : |
| | 11.Desk | <input type="checkbox"/> Good/Quantity: <input type="checkbox"/> Damaged-Details : |
| | 12.Cabinets | <input type="checkbox"/> Good/Quantity: <input type="checkbox"/> Damaged-Details : |
| | 13.Keys | <input type="checkbox"/> Good/Quantity: <input type="checkbox"/> Damaged-Details : |
| Additional Notes | | |
| All the above-listed handover tasks have been completed and verified to be accurate and consistent with the actual situation. | | |
| Club Name : (Please affix the club seal) | | |
| Outgoing Personnel | President : Equipment Manager : | Incoming Personnel Equipment Manager : |
| Note | All signature fields must be personally signed and stamped with the individual's personal (or official) seal ◦ | |