SPECIAL MORALE AND WELFARE (SM&W) FUNDING REQUEST

Request must be approved prior to the event and No waivers will be authorized (IAW AFMAN 34-201 28 September 2018).
Submit request via email at least 10 workdays prior to event for consideration. Reimbursement must be completed within 5 business days after the event.

Email to: 460FSS.FSR.SMWPrivateOrgUnit@us.af.mil

SECTION I - EVENT INFORMATION (To be completed by requesting organization):

Description of Event:	Date of Request:
	Control No.:

Event Specifics		Number of Attendees	
Place:	Event Date:	Non-DoD	
		DOD Personnel	
For Whom/Guest of Honor		Total	0

Name (first and last)	Grade/Rank	Title	Unit/Office Symbol

Description	Quantity	Unit Price	Total Price
Light refreshments - not to exceed $300			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
		TOTAL	$ 0.00

Name and Grade of Requesting Officer	Signature

SECTION II -COMPTROLLER/NAFFA REVIEW: APF/ORF funding for this function: ☐ **is authorized** ☐ **is not authorized IAW AFI 65-601, Vol 1 or AFI 65-603.**

Name. Grade, Title SIRENA MARTINEZ, GS-11, NAFFA	Signature

SECTION III -FSS FUND CUSTODIAN REVIEW: ☐ **Recommend Approval** ☐ **Recommend Disapproval**

Rule # _____	**Category (1601-1609)** _____	**Office Use:**

Resource Manager or Designee Name & Grade MARIA T. DANIELS, GS-11, Resource Manager	Signature

SECTION IV - APPROVAL OF EXPENDITURE ***(To be completed by Commander or Designee):***

☐ APPROVED	☐ DISAPPROVED
Name and Grade of Approving Official Christine L. Kaleikini, GS-14, Director, 460th Force Support Squadron	Signature

OFFICE USE ONLY:		Transfer (for FSS Club Catered Functions)
		Cash after Event: bring receipt(s) to Cashier's Cage Bldg. 347 (if $500+, EFT Form is needed)

Rule # _____	$ _____ actually spent	Rule # _____	$ _____ actually spent
Rule # _____	$ _____ actually spent	Rule # _____	$ _____ actually spent