

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](mailto:460FSS.FSR.SMWPrivateOrgUnit@us.af.mil) 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
Light refreshments - not to exceed \$200			\$ 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 - COMPROLLER/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
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SECTION III - FSS FUND CUSTODIAN REVIEW:	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Disapproval
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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):

<input type="checkbox"/> APPROVED	<input type="checkbox"/> 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