SPECIAL MORALE AND WELFARE (SM&W) FUNDING REQUEST

Submit request by email **at least 10 workdays prior to date of event to:** 92FSS.FSR@us.af.mil CC: michelle.seals.1 **@us.af.mil** to ensure timely processing.

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

Description of Event: 1601/15-Retirement	Date:
	Control No.:

Event Specifics		**Number of Attendees**	
Place:	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**
			$ 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	Signature
N/A	

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

Rule # 15	**Category (1601-1609)** 1601	**Office Use:**
Resource Manager or Designee Name & Grade	Signature	
KAREN. R. INMAN, GS-12 , Chief Resource Management		

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

☐ APPROVED ☐ DISAPPROVED

Name and Grade of Approving Official	Signature
LINDSAY B. BANSAL, GS-13, USAF	

OFFICE USE ONLY:	☐	Transfer (for FSS Club Catered Functions)	
	☐	Cash after Event (bring receipts to _____); if > $500, EFT Form is needed	
Rule # _____	$ _____ actually spent	Rule # _____	$ _____ actually spent
Rule # _____	$ _____ actually spent	Rule # _____	$ _____ actually spent