

SPECIAL MORALE AND WELFARE (SM&W) FUNDING REQUEST

Submit request by email **at least 10 workdays prior to date of event to:** hiroshi.takano.jp @us.af.mil to ensure timely processing.

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

| | |
|-----------------------|--------------|
| Description of Event: | 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 |
| | | | \$ 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 JANE LAYGO, GS-11, NAFFA, 374 CPTS/FMN | Signature |
|--|-----------|

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

| | | |
|---|----------------------------|-------------|
| Rule # _____ | Category (1601-1609) _____ | Office Use: |
| Resource Manager or Designee Name & Grade ROGER WONG, GS-13 Chief, Resource Management, 374 FSS/ESR | | 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 MICHAEL A. SOLBERG, GS-13, DAF Deputy Director, 374th Force Support Squadron | Signature |

| | | |
|-------------------------|--------------------------|--|
| OFFICE USE ONLY: | <input type="checkbox"/> | Transfer (for FSS Club Catered Functions) |
| | <input type="checkbox"/> | Cash after Event (bring receipts to _____); if > \$500, EFT Form is needed |
| Rule # _____ | \$ _____ actually spent | Rule # _____ |
| Rule # _____ | \$ _____ actually spent | \$ _____ actually spent |