

SPECIAL MORALE AND WELFARE (SM&W) FUNDING REQUEST

Submit request by email **at least 10 workdays prior to date of event to:** Heather.wilkins.1 @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
Light refreshment not to exceed \$200.00			\$ 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 -COMPTRROLLER/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
--------------------	-----------

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

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

Resource Manager or Designee Name & Grade	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	Signature
--------------------------------------	-----------

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