

TIPS TO HELP WITH YOUR UNIT FUNDS GO SMOOTHLY:

The 75th Force Support Squadron is authorized to fund organizational parties and picnics using non-appropriated funds (NAFs), see AFMAN 34-201, para 4.3.1. Care must be exercised to assure all eligible personnel, to the extent possible, are able to attend and the basic needs of the Morale Welfare and Recreation program are being met.

Family members (and guests) may participate at the discretion of the unit commander.

- ! ***Most important:*** Contact 75 FSS/FSR, DSN 586-0399 as soon as possible when you have a Unit Fund request for specific guidance!!
- ! Your request must be approved prior to the function date, please allow 2 weeks prior for the approval process.
- ! Use the Unit Funds Request Template. Include the number of military and civilians expected to attend and as many additional details as possible.
- ! **Confirm your request has been approved before spending money.**
- ! **Tax cannot be reimbursed.** Commissary surcharge is allowed. FSS Facilities, AAFES and the Commissary do not charge tax.
- ! Return all receipts to 75 FSS/FSR (NAF Accounting Office Bldg 180, second floor, Room 200) for reimbursement before 1100 within 10 business days after the event. For reimbursements over \$500, please call DSN 586-0399 to ensure funds are available.

Common reasons reimbursements **are not** made:

- ⊗ Event dated 27 Apr 16 requested on 28 Apr 16. Unit Fund expenditures must be requested and approved in advance.
- ⊗ Alcohol is not reimbursable

Reimbursable Unit Funds Events Examples:

- 👍 Equipment at Outdoor Recreation – bubble balls, inflatable bouncy house for family picnic, etc.
- 👍 Pizza and bowling at the Bowling Center
- 👍 Social at the Landing
- 👍 Golf tournament
- 👍 Rod & Gun shoot