

**\*\*\*Please ensure to fill out all spaces with blue writing.**

**\*\*\*Sample Request**

# SPECIAL MORALE AND WELFARE FUNDS REQUEST

<b>TO:</b> 75 FSS/FSR	<b>FROM:</b>	<b>DATE OF REQUEST:</b>	<b>AMOUNT REQUESTED:</b> \$70.00
--------------------------	--------------	-------------------------	-------------------------------------

<b>FUNCTION TYPE:</b> Retirement	<b>DATE &amp; PLACE OF FUNCTION:</b>
-------------------------------------	--------------------------------------

**EXPLANATION:**  
Purchase of light refreshments, disposable plates, forks, cups and napkins

<b>ATTENDANCE (estimated #)</b> MIL__ CIV DOD__ CIV NON-DOD__	<b>FOOD &amp; BEVERAGE COST:</b> \$50.00	<b>AVERAGE COST PER PERSON: \$.</b> Food & Bev. cost divided by total attendance
--	---	---

<b>GUEST(S) OF HONOR (Retiree, etc) and Rank/Grade:</b>	<b>ADDITIONAL EXPENSES:</b> \$20.00 Spouse Flowers
---	---

<b>ORGANIZATION REQUESTING OFFICIAL:</b>	<b>PROJECT OFFICER (NAME, EMAIL &amp; PHONE #):</b>
--	---

## REVIEWING OFFICIAL

<b>TYPED NAME, &amp; TITLE:</b> MYRNA NIENSIRI Accounting Clerk	<b>SIGNATURE:</b>	<b>DATE:</b>
---	-------------------	--------------

## SPECIAL MORALE AND WELFARE AUTHORIZATION

**EXPENDITURE IS AUTHORIZED UNDER AFI 34-201. RECOMMEND APPROVAL /DISAPPROVAL**

<b>TYPED NAME, GRADE, &amp; TITLE:</b> ROBERT COKER, NH-03 Chief, Resource Management Flight	<b>SIGNATURE:</b>	<b>DATE:</b>
--	-------------------	--------------

<b>TO:</b> 75 MSG/CC	<b>FROM:</b> 75 FSS/FSR
-------------------------	----------------------------

## APPROVING OFFICIAL AUTHENTICATION

\_\_\_\_\_ REQUEST IS **APPROVED** IN AN AMOUNT NOT TO EXCEED \$ \_\_\_\_\_

\_\_\_\_\_ REQUEST IS **DISAPPROVED**

<b>TYPED NAME, GRADE &amp; TITLE:</b> GABRIEL N. LOPEZ, Colonel, USAF 75 <sup>th</sup> Mission Support Group (AFMC) Hill AFB UT	<b>SIGNATURE:</b>	<b>DATE:</b>
--	-------------------	--------------

**PLEASE RETURN COMPLETED FORM TO 75 FSS/FSR**

**FOR 75 FSS/FSR USE ONLY**

<b>COST CENTER:</b>	<b>GLAC:</b>	<b>AMOUNT PAID:</b>	<b>DATE PAID:</b>
---------------------	--------------	---------------------	-------------------

<b>PAID BY:</b>	<b>RECEIVED BY:</b>
-----------------	---------------------