

UNIT ENHANCEMENT (TITAN DOLLARS) FUNDING REQUEST

Request must be submitted via email at least 10 workdays prior to event for consideration. No waivers will be authorized.

Date of Request: (generated once signed)

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

Type of Event:

Event Date:

Event Location:

Event POC: (Name, Rank, Phone Number)

Alternate POC: (Name, Rank, Phone Number)

In accordance with AFMAN34-201 para. 4.3.3. and 4.3.2. Non-appropriated Funds can be used for "The installation commanders establishes guidelines on expenditure levels at your installation for Wing, Group, Squadron of organizational parties and picnics, team building events and activities which directly support Air Force squadrons, units and staffs to enhance unit cohesion". For reimbursement, you must submit both approved request form and receipts to NAF Central Cashier at Building 912 within 5 (five) days after event. Date on receipts cannot be before approved date.

Estimated Number of Attendees

Military

Civilian (APF & NAF)

Total

Description of Purchases	Amount Requested	OFFICE USE ONLY:	
		Control #	Amount Reimbursed
		Itemization	
Total		Total	

Name and Grade of Commanding Officer (or equivalent):

Signature

SECTION II - FSS FUND CUSTODIAN REVIEW:

Recommend Approval

Recommend Disapproval

Resource Manager or Designee Name & Grade:

Signature

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

APPROVED

DISAPPROVED

Name and Grade of Approving Official:

Signature

SECTION IV - COMMENTS