



DEPARTMENT OF THE AIR FORCE HILL

AIR FORCE BASE UTAH

Date:

MEMORANDUM FOR 75 FSS/FSR

FROM:

SUBJECT: Request for Approval of Party and Picnic Funds (Unit Funds)

1. Request Unit Funds be authorized for:

2. Date and place of function:

a. Amount requesting: \$ _____ (Total, NTE \$2.00 per person)

b. Attendance: _____ military _____ civilian

c. List all food, beverage and expendable supply items:

d. Additional expenses: \$ _____ for the following items:

e. The Project Officer authorized to obtain reimbursement of funds is:

3. Original receipts will be turned in to 75 FSS/FSR for reimbursement within 10 business days after the event.

Name, Rank/Grade, USAF/DAF
Duty Title

1st Ind, 75 FSS/FSR, , Request for Approval of Party and Picnic Funds (Unit Funds)

75 FSS/FSR

MEMORANDUM FOR 75 FSS/CC

Date:

The requested expenditure is authorized under AFMAN 34-201.

Recommend:

CERINA A. S. KIRKWOOD, NH-03, DAF
Resource Management Flight Chief,
75th Force Support Squadron

2nd Ind, 75 FSS/CC

MEMORANDUM FOR 75 FSS/FSR

Date:

The above request is approved in the amount of \$. Notify the originator of this approval
and prepare documentation for obligation of funds involved.

JESSICA A TAGATAC, Maj, USAF
Commander, 75th Force Support Squadron