

FSS UNIT PICNIC & PARTY FUNDS REQUEST FORM

SECTION I. (To be completed by individual making request)			
To: 628th Force Support Squadron 102 N. Davis Drive, Suite 201 Charleston AFB, SC 29404	From: (Organization)	Project Officer:	Phone #:
	Date of Request:	Amount Requested:	Date of Event:
SECTION II. (Information to support request)			
Specific use of FSS Unit Picnic & Party Funds:			
Food:	Non Alcoholic Beverages:	Other Consumable Items:	Catering:
# of Officers:	# of Enlisted:	# of DoD Civilians:	
SECTION III. (Additional Information)			
		Yes	No
Is this event open to all personnel in the unit/squadron that is hosting the function?			
Is this event an official function?			
Would you like to purchase items from the Commissary? <i>(Please coordinate with FSR)</i>			
Will you be purchasing your items and requesting reimbursement?			
Commander's Name Printed:	Commander's Signature:	Date:	
SECTION IV. (To be completed by FSS/RM)			
628 FSS, Bldg 322, 102 N Davis Drive, Suite Control No.			
		Yes	No
Unit/Squadron event/function is authorized for FSS Unit Picnic & Party Funds:			
Unit/Squadron has available FSS Unit Picnic & Party Funds for the current fiscal year:			
FSS Unit Funds Amount Approved: \$	Squadron/Unit Remaining Balance: \$		
Reason (if not approved for FSS Picnic & Party Funds funding):			
Additional Comments:			
Name and Title of FSS Reviewer:	Signature:	Date:	
FSS UNIT PICNIC FUNDS-QUICK TIPS			
FSS Unit Picnic & Party Funds: <ul style="list-style-type: none"> • Can ONLY be used food, beverages and consumables for Unit Picnics and Organizational Parties • Cannot be used for official functions or individual recognition purposes • Cannot be used for resale merchandise • Cannot be used to purchase alcohol • Cannot be used directly or indirectly in conjunction with any fundraisers • Cannot be used for Rentals or Deposits • Events must be open to the entire squadron/unit hosting the event • Contact FSR at least 3 business days prior to shopping needs when choosing the direct payment option for purchases (Commissary Only). FSR card holder will meet buyer at commissary. • Reimbursement requests will need to be conducted within 7 business days after the event. Receipts must be dated after final approval. Reimbursement will not include sales tax paid. • All reimbursement payouts will occur on Tuesdays and Thursdays only from 0900-1030. Provide the day, time, and cash cage location (AB or WS) in advance and if possible, email all receipts to the org. box below to ensure the paperwork is ready when you arrive at the cash cage. • Do not make any purchases prior to request approval. 			

FSS UNIT PICNIC & PARTY FUNDS MUST BE APPROVED AND USED IN THE SAME FISCAL YEAR

Email 628FSS.FSR.UnitFunds@us.af.mil with any questions.

This form should be submitted at least two weeks prior to your event.