



“Short List” SM&W Permissible Expenditures (All Mission Partners)

Updated Dec 2018

<u>Event</u>	<u>Item Description</u>	<u>Dollar Limit</u>
Change of Commands:		\$3.00/person NTE:
*Wing – Service Branch Equivalent	Light Refreshments	\$600.00
*Group – Service Branch Equivalent	Light Refreshments	\$400.00
*Squadron – Service Branch Equivalent	Light Refreshments	\$200.00
Newcomers Orientation/Right Start – Wing level	Light Refreshments	\$3.00/person NTE \$100.00
Death of JBC mil/civ or their immediate family as defined in AFMAN 34-201 Ch. 12.4.1.2	Flowers or Wreath	NTE \$100.00
Commander’s Call (Quarterly)	Light Refreshments	\$3.00/person NTE \$200.00
Retirements (Military only)	Light Refreshments	\$3.00/person NTE \$50.00
** Monthly Promotion Ceremony (Group/Squadron)		
-One promote	Light Refreshments	\$3.00/person NTE \$50.00
-Two or more promotes	Light Refreshments	\$3.00/person NTE \$150.00
** Annual Wing Awards	Light Refreshments	\$3.00/person NTE \$300.00
* Wing – NNPTC, NPTU, SPAWAR, Group – NSA, NHCC, BRIG, Squadron – 841 st , NOSC, ASLAC, NMC, Marine Reserve Center		

A listing of promotes/awardees **must be submitted at the time of reimbursement

AFMAN 34-201 Chapter 12.4.1.1 (Light Refreshments)

*****These are the ONLY Authorized items to purchase*****

Cake	Chips/Crackers/Pretzels
Beverages (non-alcoholic)	Cookies
Veggie/Cheese/Fruit Trays & Dips	Muffins/Pastries/Bagels
Disposable	Yogurts
Paper Products - (forks, knives, cups, plates, napkins)	
Cake Set Up Fees – If at AB/WS Club	Service Charges – If at AB/WS Club
	Rooms Fees – If at AB/WS Club

Unauthorized items for purchase of light refreshments include:

Heavy Hor d’oeuvres	Potato Salad/Pasta Salad
Meat: Hamburgers, Hot Dogs, Beef, Chicken, BBQ, Deli Meat, etc	Tablecloths
Bread/Rolls to include Buns: Hamburger/Hot Dog	Condiments
Pizza/Pizza cut-up into bite size pieces	Pizza Bites/Pizza Bagels
Baked Beans	Coleslaw
Decorations/Cake Accessories/Toppers, etc	Items to make/bake food/sandwiches
Sandwiches/Sandwiches cut-up into bite size pieces	Pinwheels/Crostinis/Spring Rolls
- packages of cheese/vegetables/rolls/bread/ deli meat	Linen Fees

Additional Unauthorized items:

Mementos	Flowers* (death only)	Printing Fees
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PLEASE REMEMBER: All SM&W fund requests must be completed with all signatures **in advance** of the event. All **original** receipts MUST be returned to the 628 FSS/RMFC office within 3 business days after the event for reimbursement. If you use the AB/WS Club then please provide them with a copy of the approved SMW request form as payment will occur via an in-house transfer of funds.

If you have questions regarding the items you plan to purchase, please feel free to contact us for guidance. We have provided the above information as general guidance; this is **NOT** an inclusive listing, for the program. We can be reached at 963-4325 or 963-4332 or 628FSS.SMW@us.af.mil

Each SMW request requires its own receipt(s) for reimbursement – reimbursement will not include sales tax paid

****ITEMS AND DOLLAR VALUES ARE SUBJECT TO CHANGE WITHOUT NOTICE FROM AFSVA****

<http://www.jbcharleston.com/protocol/> > customer requests > SMW Request Form