

SM&W Assigned Number \_\_\_\_\_  
 Receipts Due by: \_\_\_\_\_

### E-MAIL FORMAT FOR

<b>SPECIAL MORALE AND WELFARE FUNDS REQUEST</b>			
<b>SEND TO: <a href="mailto:86FSS@smw.org">86FSS/SM&amp;W Org</a></b>			
TO: 86 FSS/FSR	FROM:	DATE:	RULE NUMBER: AMOUNT REQUESTED:
FUNCTION TYPE:		DATE & LOCATION:	
EXPLANATION: (SPECIFIC DETAILS)			
ATTENDANCE: MIL:                      CIV:	TOTAL FOOD & BEVERAGE COST:	AVERAGE COST PER PERSON:	
GUEST(S) OF HONOR:	ADDITIONAL EXPENSES:		
SENIOR OFFICER HOSTING:	PROJECT OFFICER:		
<b>REQUESTING OFFICIAL AUTHENTICATION</b>			
TYPED NAME, GRADE, & TITLE:	SIGNATURE:	DATE:	

### APPROVAL STEPS

PROJECT OFFICER	POC- NAME-PHONE # NAME-GRADE-TITLE		Date:
86 FSS/FSR	FINANCIAL RESOURCE ASSIGN # & RULE		Date:
86 CPTS/FMN	NAFFA • APFs Authorized Y__ N__ • APFs Available Y__ N__		Date:
86 FSS/FSR CHIEF OF RESOURCES	REQUEST IS		Date:
COMMANDER/ DELEGATED AUTHORITY	Request Is Amount Of _\$_____		Date:
86 FSS/FSR, Financial Operations	For notification of approval		Date:

FOR MORE INFORMATION GO TO OUR WEBSITE AT:  
[86FSS.COM/FORCE-SUPPORT/SMW-OPP\\_FUNDS](http://86FSS.COM/FORCE-SUPPORT/SMW-OPP_FUNDS)