



Force Support Squadron

Frequently Asked Questions for SM&W/OPP's Usage

***“Special Moral & Welfare Official Funds”
and
“Organizational Parties and Picnics”
Permissible Expenditures***



SM&W/OPP's Questions

- **What Type Of Light Refreshments Are Permissible?**
- **12.4.1.1. Light refreshments: only nonalcoholic beverages (i.e. coffee, tea, milk, juice, punch, soft drinks, and water), yogurts, pastries, bagels, fruit/vegetable/cheese and cracker trays, pretzels, cookies, chips, dips, cake, and muffins are authorized. The cost of light refreshments may include the cost of disposable serving ware (e.g., paper napkins, disposable forks, cups, and plates) and any club or other Morale, Welfare, and Recreation activity service charge, delivery fee, or set-up.**



SM&W/OPP's Questions

- **Advance Approval**

- **Advanced approval is required for both SM&W/OPP's in all cases. It should not be assumed that a request will automatically be approved. Request must be submitted NLT 12 days prior to the function date. Failure to submit request in advance will prohibit approval.**
- **SM&W/OPP's Requests are submitted via e-mail for review and approval. Process time may take between 7-12 days.**
- **SM&W/OPP Funds expenditures are conducted on a reimbursable basis. Upon approval, funds are disbursed to the designated project officer identified on the memorandum in one of the following conditions:**
 - **A. If the function is held at a 86 FSS facility, the organization will provide a signed Catering Contract to the NAF AO and an internal dollar transfer will be accomplished for the actual cost NTE the amount of authorization.**
 - **B. Reimbursements for authorized preapproved food, nonalcoholic beverages, supplies, or any other costs directly associated with the event (with receipt) will be made to the project officer via cash from the cashier's cage.**



SM&W/OPP's Questions

- **Expenditure Receipts/Unused OPP Funds**
 - Receipts for all expenditures must be turned into the funds monitor no later than five working days after the event.
 - Should receipts be dated before the request approval date?
 - No. This approach creates a situation where the POC for the purchase is at personal risk of bearing the loss in the event there is some reason SM&W/OPP funds are not ultimately approved. All purchases to be funded with SM&W/OPP funds should be approved in advance.
 - Unit Commanders are responsible for ensuring their project officers are familiar with the contents of Organizational Parties and Picnics guidance, AFMAN34-201; 4.3.1. Funds must be utilized for purpose authorized. Any expenditure(s) expressly prohibited by this guide will be disallowed and reimbursement must be made to the MWR Fund accordingly.
 - Consequences - Failure to submit requests prior to the date of requesting event will be prohibit approval. There are no exceptions! Any after-the-fact request will be returned to the requesting organization as disapproved



SM&W/OPP's Questions End



RAMSTEIN AIR BASE _____
FORCE
SUPPORT SQUADRON

"Virtus Perdurat – Enduring Courage!"