



DEPARTMENT OF THE AIR FORCE

(ADD UNIT LETTERHEAD)

<Date>

MEMORANDUM FOR 377 FSS/FSR

FROM: _____

SUBJECT: Request for Approval of Unit Enhancement Funds (UEF)

1. Request UEF's be authorized for <EVENT>
2. Date and place of function: <DATE> , <LOCATION>
 - a. UEF's Request: \$ _____

(Receipts must be turned in to Resource Management ASAP following event. Remaining Funds also must be returned ASAP following the event.) PLEASE NOTE THAT UEF MUST BE SPENT AT AAFES, SERVICES FACILITIES, OR THE COMMISSARY.

- b. Attendance: _____ military/ _____ civilian
- c. Food, beverage cost: \$ _____
- d. Additional expense: \$ _____
- e. Project Officer, extension number and fax number: <POC>, <PHONE>, <FAX NUMBER>
- f. Please make funds payable to: <PURCHASER>

Commander's Signature Block

1st Ind, to <OFFICE> Memo, <DATE>, Request for approval of Unit Enhancement Funds
377 FSS/FSR

MEMORANDUM FOR 377 FSS/CL

The requested expenditure is /is not authorized. Recommend approval/disapproval.

BARBARA M. HOLLAND
Chief, Resource Management Flight

2nd Ind, 377 FSS/CL

MEMORANDUM FOR 377 FSS/FSR

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

RICKY L. HARNESS
Director, Force Support Squadron