



FSS MORALE BUCK\$ REQUEST FORM

| SECTION I. (To be completed by individual making request) | | | | |
|--|-----------------------------|---|--------------------------------------|--------------------------|
| To: 92d Force Support Squadron 7 W Arnold St Bldg 2040 Fairchild AFB, WA 99011 | From: (Organization) | Project Officer: | Phone #: | |
| | Date of Request: | Amount Requested: | Date of Event: | |
| SECTION II. (Information to support request) | | | | |
| Specific use of FSS Bucks: Food: <input type="checkbox"/> Rentals - Specific: <input type="checkbox"/> Picnic/Rental Space: <input type="checkbox"/> Pool: <input type="checkbox"/> RMC: <input type="checkbox"/> ODR: <input type="checkbox"/> Other: <input type="checkbox"/> | | | | |
| Type of Function/Event: | | Specific Details: | Specific FSS Facility of use: | |
| # 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? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Is this event an official function? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Is Alder House able to Cater the event, or Purchase Food for the event? 247-1805 | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Commander's Name Printed: | | Commander's Signature: | Date: | |
| SECTION IV. (To be completed by 92 FSS/FSR) | | 92 FSS, Bldg 2040, 7 W Arnold St, Suite A2 | | |
| Control No. | | | | |
| | | | Yes | No |
| Unit/Squadron event/function is authorized for FSS Morale Buck Funding | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit/Squadron has available FSS Morale Bucks for the current fiscal year | | | <input type="checkbox"/> | <input type="checkbox"/> |
| FSS Morale Buck Amount Approved: \$ | | Squadron/Unit Remaining Balance: \$ | | |
| Reason (if not approved for FSS Morale Bucks funding): | | | | |
| Additional Comments: | | | | |
| Name and Title of FSS Reviewer: | | Signature: | Date: | |
| FSS MORALE BUCKS-QUICK TIPS | | | | |
| **Any additional FSS Bucks MUST be approved before the event** **You must provide facility an approved copy of this form two weeks prior to event** | | | | |
| <ul style="list-style-type: none"> •Need at least two weeks advance notice before event. A request is not a guarantee. •Items should not be purchased for FSS Bucks until AFTER digitally approval given from FSR. •Items purchased before then will NOT be reimbursed. •Taxes are not reimbursed unless it is the surcharge from the Commissary. •Original receipts must be turned in for reimbursement. •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 or private organization. •Cannot be used for deposits. <ul style="list-style-type: none"> • Highly encouraged to use Unit Unite Funds first. Contact 92 FSS / FSW @ 247-8260 for Unite Program use and information. | | | | |
| If requested amount requires a NAF P-card to be used to pay for items, 889 is required for each vendor. | | | | |