

USE APPROPRIATE LETTERHEAD

MEMORANDUM FOR 23 FSS/CC

FROM: **OFFICE SYMBOL**

SUBJECT: Request for Approval of Unit Funds for Squadron/Group Expenditure

1. Request authorization for (please select one)

Annual Unit Funds \$2.00 per assigned member (___)

Quarterly Unit Funds \$1.00 per assigned member (___)

2. The following is the pertinent information for the event:

a. Date and place of function:

b. NAF Activity Manager Coordination:

c. Assigned Unit Strength:

d. Period covering: **quarter (___ Q/YY or year)**

e. Project officer and telephone number

**UNIT COMMANDER or DESIGNEE
SIGNATURE BLOCK**

1st Ind, **Organization listed in FROM, Date**, Request for approval of Unit Funds for Squadron Expenditure

MEMORANDUM FOR 23 FSS/CC

Recommend approval/disapproval.

SOPHIE A. BROCKS
Chief, Resource Management Office

2d Ind, 23 FSS/CC

MEMORANDUM FOR 23 FSS/FSR

The above request is approved (not to exceed _____)/disapproved. Notify the originator of this action and the requirement to provide a copy of this signed approval letter to the FSS Activity.

JONATHAN L. MIZELL, Maj, USAF
Commander, 23d Force Support Squadron