



# FSS MORALE BUCK\$ REQUEST FORM

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