



## “Short List” SM&W Permissible Expenditures (All Mission Partners)

Updated July 2018

| <u>Event</u>                                   | <u>Item Description</u>  | <u>Dollar Limit</u>        |
|--|--|----------------------------|
| Change of Commands – Deactivation of Commands  |  |                            |
| *Wing – Service Branch Equivalent              | Light Refreshments   | \$500.00                   |
| *Group – Service Branch Equivalent             | Light Refreshments   | \$400.00                   |
| *Squadron – Service Branch Equivalent          | Light Refreshments   | \$200.00                   |
| Newcomers Orientation/Right Start – Wing level | Light Refreshments   | \$2.00/person              |
| Death of JBC mil/civ mbr/spouse/child          | Flowers or Wreath, Donation to Charity (requests in lieu of flowers or wreath) | \$50.00                    |
| Commander’s Call (Quarterly)                   | Light Refreshments   | \$100.00                   |
| Retirement’s (Military only)                   | Light Refreshments   | \$50.00                    |
| Welcome/Fruit Basket (Protocol only)           | Light Refreshments   | \$12.00                    |
| **Monthly Promotion Ceremony (Group/Squadron)  | Light Refreshments   | \$50.00                    |
| **Annual Wing Awards                           | Light Refreshments   | \$2.00/person NTE \$400.00 |

\* **Wing** – NNPTC, NPTU, SPAWAR, **Group** – NSA, NHCC, BRIG, **Squadron** – 841<sup>st</sup>, NOSC, ASLAC, NMC, Marine Reserve Center

\*\*A listing of promotes/awardees must be submitted at the time of reimbursement

### AFI 34-201 Chapter 12.4 (Light Refreshments)

#### Authorized items for purchase of light refreshments include:

|   |                                    |
|---|------------------------------------|
| Cake  | Chips/Crackers                     |
| Beverages (non-alcoholic)                               | Mints                              |
| Veggie/Cheese/Fruit Trays                               | Nuts                               |
| Popcorn   | Cookies                            |
| Chicken Wings   | Deviled Eggs                       |
| Ice cream sandwiches                                    | Danishes                           |
| Paper Products - (forks, knives, cups, plates, napkins) | Meatballs                          |
| Cake Set Up Fees – If at AB/WS Club                     | Service Charges – If at AB/WS Club |
|   | Rooms Fees – If at AB/WS Club      |

#### Unauthorized items for purchase of light refreshments include:

|  |                                    |
|--|------------------------------------|
| Heavy Hor d’oeuvres  | Potato Salad/Pasta Salad           |
| Meat: Hamburgers, Hot Dogs, Beef, Chicken, BBQ, Deli Meat, etc | Tablecloths                        |
| Bread/Rolls to include Buns: Hamburger/Hot Dog                 | Condiments                         |
| Pizza/Pizza cut-up into bite size pieces                       | Pizza Bites/Pizza Bagels           |
| Baked Beans  | Coleslaw                           |
| Decorations/Cake Accessories/Toppers, etc                      | Items to make/bake food/sandwiches |
| Sandwiches/Sandwiches cut-up into bite size pieces             | Pinwheels/Crostinis/Spring Rolls   |
| - packages of cheese/vegetables/rolls/bread/ deli meat         | Linen Fees                         |

#### Additional Unauthorized items:

|          |                          |               |
|----------|--------------------------|---------------|
| Mementos | Flowers*<br>(death only) | Printing Fees |
|----------|--------------------------|---------------|

**PLEASE REMEMBER:** All SM&W fund requests must be completed with all signatures **in advance** of the event. All **original** receipts **MUST** be returned to the 628 FSS/RMFC office within 3 business days after the event for reimbursement. If you use the AB/WS Club then please provide them with a copy of the approved SMW request form **NLT 14 DAYS PRIOR TO THE EVENT** as payment will occur via an in-house transfer of funds. If services from the Club were used **AND** additional purchases were made elsewhere, the SM&W funds will first be used to reimburse the Club.

If you have questions regarding the items you plan to purchase, please feel free to contact us for guidance. We have provided the above information as general guidance; this is **NOT** an inclusive listing, for the program. We can be reached at 963-4325 or 963-8743 or [628FSS.SMW@us.af.mil](mailto:628FSS.SMW@us.af.mil)

\*Each SMW request requires its own receipt(s) for reimbursement – reimbursement will not include sales tax paid\*

**\*\*ITEMS AND DOLLAR VALUES ARE SUBJECT TO CHANGE WITHOUT NOTICE FROM AFSVA\*\***