



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

Updated May 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** – 841st, 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* (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 as payment will occur via an in-house transfer of funds.

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 963-4332 or 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****

<http://www.jbcharleston.com/protocol/> > customer requests > SMW Request Form