JOINT BASE CHARLESTON FORCE SUPPORT SQUADRON

# FSS UNIT PICNIC & PARTY FUNDS REQUEST FORM

| SECTION I. (To be completed by individual making request) | | | |
|---|---|---|---|
| **To:**<br>628th Force Support Squadron<br>102 N. Davis Drive, Suite 201<br>Charleston AFB, SC 29404 | **From:** (Organization) | **Project Officer:** | **Phone #:** |
| | **Date of Request:** | **Amount Requested:** | **Date of Event:** |

**SECTION II. (Information to support request)**

**Specific use of FSS Unit Picnic & Party Funds:**

**Food:** ☐ **Non Alcoholic Beverages:** ☐ **Other Consumable Items:** ☑ **Catering:** ☐

| **# of Officers:** | **# of Enlisted:** | **# of DoD Civilians:** |
|---|---|---|

**SECTION III. (Additional Information)**

**Submit request forms to 628FSS.FSR.UnitPicnic&PartyFunds@us.af.mil at least two weeks prior to event**
**Save form as: UNIT PICNIC & PARTY FUNDS REQUEST FORM-Unit name & date of event (insert information)**

| | Yes | No |
|---|---|---|
| Is this event open to all personnel in the unit/squadron that is hosting the function? | ◉ | ○ |
| Is this event an official function? | ○ | ◉ |
| | | |
| Will you be purchasing your items and requesting reimbursement? | ◉ | ○ |

| **Commander's Name Printed:** | **Commander's Signature:** | **Date:** |
|---|---|---|

**SECTION IV. (To be completed by FSS/RM)** **628 FSS, Bldg 322, 102 N Davis Drive, Suite**

Control No.

| | Yes | No |
|---|---|---|
| Unit/Squadron event/function is authorized for FSS Unit Picnic & Party Funds: | ○ | ○ |
| Unit/Squadron has available FSS Unit Picnic & Party Funds for the current fiscal year: | ○ | ○ |

| **FSS Unit Funds Amount Approved:** | **Squadron/Unit Remaining Balance:** |
|---|---|
| **$** | **$** |

**Reason (if not approved for FSS Picnic & Party Funds funding):**

**Additional Comments:**

| **Name and Title of FSS Reviewer:** | **Signature:** | **Date:** |
|---|---|---|

**FSS UNIT PICNIC FUNDS-QUICK TIPS**

FSS Unit Picnic & Party Funds:

- **Do not make any purchases prior to request approval.**
- Can ONLY be used food, beverages and consumables for Unit Picnics and Organizational Parties
- 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
- Cannot be used for Rentals or Deposits
- Events must be open to the entire squadron/unit hosting the event
- Contact FSR at least 3 business days prior to shopping needs when choosing the direct payment option for purchases
  FSR card holder will meet buyer at location
- Reimbursement requests will need to be conducted within 7 business days after the event. Receipts must be dated after final approval. Reimbursement will not include sales tax paid however, commissary surcharges will.
- **All reimbursement payouts occur on Tuesdays and Thursdays only from 0900-1030 at the AB cash room bldg. 322 2nd floor or WS cash room bldg. 708. Provide the day and time you wish to pick up the funds and wait until you have received an acknowledgment from from FSR prior to arriving at either cash rooms. Email all receipts to this org. box to ensure the funds are ready upon arrival**

*****FSS UNIT PICNIC & PARTY FUNDS MUST BE APPROVED AND USED IN THE SAME FISCAL YEAR*****

**Submit request forms to 628FSS.FSR.UnitPicnic&PartyFunds@us.af.mil at least two weeks prior to event**

**Save form as:**

**UNIT PICNIC & PARTY FUNDS REQUEST FORM-Unit name & date of event (insert information)**

# FSS Unit Picnic & Party Funds Program Guide

## About the Program

FSS Unit Picnic & Party Funds can be applied to **unofficial** unit events that are open to all members.

The following list provides you with examples of what FSS Unit Picnic & Party Funds may be used for:

- Catering for Organizational Parties (Holiday Parties; Burger Burn; Wingman Day; Pizza Parties; Cookouts): catering to include ribs, hot dogs, burgers, chicken, pizza, etc.
- Unit Picnics
- Unit breakfast or luncheons

FSS Unit Picnic & Party Funds **cannot** be used for (not meant to be all inclusive):

- Gift cards
- Purchase of alcohol
- Official functions (Change of Command, Commander's Call, etc.) or individual recognition purposes
- Payment toward functions directly or indirectly in conjunction with any Booster Club/ Private Organization fundraisers
- Deposit for a function
- Rentals of any kind
- Non-consumable items
- Extra services from catering such as delivery charges, set up fees and serving fees.

In addition, the function must be open to all members within the unit, and the function must be held during the same fiscal year in which the funding is authorized.

## FSS Unit Picnic & Party Funds Process

Request forms must be approved in advance prior to the event and before any purchases are made!

Fill out the request form; all of the information requested on the form is required. Email the form to 628FSS.FSR.UnitPicnic&PartyFunds@us.af.mil to be processed. Once approved your form will be emailed back to you. If you would like FSR to make direct payment for your items using a NAF purchase card, email the above org. box at least 3 business days in advance to request it and include the approved request form. If and when the FSR buyer is available they will meet you at the location to pay after you have finished shopping. If you choose to be reimbursed, please note All reimbursement payouts occur on Tuesdays and Thursdays only from 0900-1030 at the AB cash room bldg. 322 2nd floor or WS cash room bldg. 708. Provide the day and time you wish to pick up the funds and wait until you have received an acknowledgment from FSR prior to arriving at either cash rooms. Email all receipts and the approved form to the above org. box to ensure the funds are ready upon arrival.