

MEMORANDUM FOR 50 FSS/FSR

FROM: _____

SUBJECT: Request for Special Morale and Welfare Expenditure IAW AFI34-201

1. Request funds be authorized for the _____ Change of Command.
Incoming Commander: _____ (rank/name/office symbol)
Outgoing Commander: _____ (rank/name/office symbol)
2. The following information is provided per your request:
 - a. Date and Time.
 - b. Military: 1000; DoD Civilians: 100; Non-DoD Civilians: 20
 - c. Location: _____
 - d. Food and beverages costs for meals: N/A
 - e. Food and beverage cost for light refreshment: \$_____
(Cake, danish, punch)IAW AFSPCI34-201 2.1
 - f. Memento: N/A
 - g. Additional Expenses: N/A
 - h. Senior Individual hosting the function: (rank/name/office symbol)
 - i. Project Officer and telephone number: Capt John Smith, DSN: 560-1234.

(commander's name)
Colonel, USAF
Commander