



DEPARTMENT OF THE ARMY
HEADQUARTERS SUPPORT COMPANY
25TH INFANTRY DIVISION
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO
ATTENTION OF

APVG-STB-HSC

1 Oct 09

MEMORANDUM FOR RECORD

SUBJECT: Request for Unit Discount

1. Unit requests the discount of the listed items for our unit Organizational Celebration:
 - a. Item XXXXXXXXXX (Specifies by Nomenclature on price list).
 - b. Item XXXXXXXXXX (Specifies by Nomenclature on price list).
2. These items are to be picked up on 12 Oct 08 and returned on 13 Oct 08.
3. These items will be picked up by SFC Sausage, Sam.
4. POC for this memorandum, SFC Snuffy, Joe, (MWR Representative) or (S4) at 123-4567, verifies signature authority (DA 1687) is on file with DOL Property Book Officer or DFMWR Petty Cash Officer.
5. DA form 1687 is attached.
6. This memorandum acknowledges the assessment of late fees for items retained beyond the time/date stated on the rental agreement. Such fees are assessed at daily rates and no discounts will apply.

JOHN Q. PUBLIC
CPT, IN
Commanding