



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

1 9 SEP 2011

IMPC-HAW-MW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Local Family and Morale, Welfare and Recreation (MWR) Unit Funds

1. References.

a. Army Regulation (AR) 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 10, Chapter 5, para 5-13 to 5-14, Chapter 6 and Chapter 8, para 8-29.

b. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation, Chapter 32, Accounting Procedures for Army Nonappropriated Fund Instrumentalities, Sep 09.

2. Purpose. To provide a uniform method in accordance with above references, in administering and accounting for all units receiving nonappropriated fund (NAF) support from the US Army Garrison, Hawaii (USAG-HI), Installation MWR Funds (IMWRF).

3. General.

a. A unit fund is a NAF activity of the IMWRF established to provide monetary support and enable unit commanders to supplement available appropriated funds (APF), in providing morale support to unit Military personnel. Unit funds are intended to contribute to the comfort, pleasure, contentment, mental and physical welfare of the unit Soldiers and must be used for the benefit of all members within the unit. Allocations of all unit funds are based on a ceiling determined by the IMWRF and approved by the USAG-HI Commander. Unit funds are distributed and expended annually, based on requirements. All unexpended balances will revert back to the IMWRF at the end of each fiscal year (30 September). No unit owns or controls interest in the IMWRF.

b. This memorandum applies to Army, National Guard, or Reserve Component (RC) units which are geographically located within a 12 mile radius of a Department of Defense (DoD) installation that offers Family and MWR facilities.

4. Responsibilities.

a. The IMWRF Manager is responsible for oversight of all unit funds. Within the fund management:

(1) The USAG-HI Directorate of Family and MWR, NAF Support Management (NSM) Division, Financial Management Branch (FMB), will provide assistance to unit representatives on the administration of unit funds. The FMB will maintain an account for each unit fund, on a

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consolidated basis. At the end of the fiscal year, FMB will issue an allocation memo to each unit fund indicating the upcoming fiscal year unit fund account number and request units to submit the required documentation to set up the upcoming fiscal year unit fund.

(2) The FMB will assist in the preparation and review of purchase requests and reconciliation documents. The FMB will verify signatures and issue appropriate acquisition documents for all requirements.

b. NAF Financial Services (NFS) in Texarkana will initiate payment for valid obligations with proper documentation.

c. The Unit Commander is responsible to appoint a Unit Fund Custodian and alternates to maintain budget control and authorize expenditures. The Unit Commander will submit the following documents to USAG-HI DFMWR FMB, Stop 112, 350 Eastman Road, Bldg 547, Wheeler Army Air Field (WAAF):

(1) Copy of the Unit Fund Custodian and alternate(s) appointment memo. An Assumption of Command Memorandum (Enclosure 1) may be submitted in lieu of the appointment memo, thereby appointing the Unit Commander as the Unit Fund Custodian.

(2) AAA-162, Unit Personnel Accountability Report verifying the breakdown of Soldiers assigned to that unit.

d. The Unit Fund Custodian is responsible for ensuring the unit funds are used for their intended purpose. The Unit Fund Custodian will:

(1) Submit a completed DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies (Enclosure 2), that appoints alternates to withdraw and use the unit funds on the Unit Fund Custodian's behalf.

(2) Sign the DA Form 4065-R, Army NAF Purchase Request (samples at Enclosure 3a and 3b) and submit the request to FMB no later than 15 business days prior to the payment or purchase date.

(3) Fill out a DA Form 2107, Nonappropriated Fund Receipt and Disbursement Voucher (Enclosure 4) for the unit fund files and submit the original receipt(s) with any unused monies within **two (2) business days** of payment or purchase date.

(4) Maintain a file system for the unit fund by fiscal year. Unit fund files for the previous fiscal year will be retained. Files will consist of:

(a) Unit Fund Custodian Appointment Memo or Assumption of Command Document.

(b) DA Form 1687.

(c) Regulation applicable to unit fund administration.

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- (d) Copies of purchase orders and reconciliation documents.
- (e) DA Form 4078, Property Control and Depreciation Record (Enclosure 5).
- (f) Orders appointing members of the unit fund council, if established.
- (g) Council minutes, if a council is established.
- (h) Copies of all inspections.
- (i) Historical documents will be maintained as a permanent file.

5. Unit Fund Income. The basic source of NAF income for unit funds is through the distribution of locally generated income from Family and MWR activities (i.e. Clubs, Golf, Bowling, Arts and Crafts, Auto Crafts, etc.). Additional income may be generated by units from the sale of excess property or occasional fund raising events, if approved by the FMB.

6. Activating/Inactivating Unit Fund Accounts.

a. Unit Fund Activation.

(1) Upon activation of a unit or its transfer into the USAG-HI area, the Unit Commander will submit a request to establish a local unit fund through command channels to the FMB. A copy of the unit's Standard Installation and Division Personnel Reporting System (SIDPERS) unit identifier code (UIC) should accompany the request.

(2) A three digit unit fund number will be assigned to the unit by the FMB and disclosed to the unit requesting establishment of the unit fund. The FMB will request that AAA-162, DA Form 1687 and the Unit Fund Custodian Appointment Memo be submitted to complete the establishment of the current fiscal year local unit fund.

b. Unit Fund Inactivation. Upon inactivation or re-designation, the unit fund account will be closed out, and the remaining funds will revert back to the IMWRF. In the event all personnel are reassigned within units at the installation, the unit account will be closed out and the balance remaining will be credited to each gaining unit's account on a prorated basis.

c. Unit Permanent Change of Station (PCS). In the event a USAG-HI unit or tenant unit, in its entirety, has a PCS, the unit account will be closed. IMWRF-owned property which the unit has on hand receipt, must be processed for turn in by NSM, Logistics Branch, Stop 112, Bldg 1598, Fort Shafter, Hawaii, 96858. Unit awards, trophies, or other unit fund-owned property may accompany the unit to its new destination or be disposed of as excess property.

d. Unit Deployment. While a unit is deployed, a unit is entitled to deployment funds and a pro rata share of local unit funds for the remaining fiscal year based on the redeployment date. A unit will not receive both deployment funds and local unit funds for the same period.

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(1) The Unit Fund Custodian will:

(a) Ensure magazine and subscription change of address notices are mailed to appropriate publication firms when a new address is provided.

(b) Cancel all local unit fund purchase orders for items not required in the objective area.

(2) If the Unit Fund Custodian does not close the local unit fund account, the balance of the account will remain in the USAG-HI IMWRF until the end of the fiscal year. The prorated amount expensed on the local unit funds during deployment will be deducted from their deployment unit funds.

7. Unit Fund Advisory Councils.

a. Unit Commanders are not required to establish a unit fund advisory council. If desired, commanders may solicit suggestions on the use of unit funds from members of the unit on an informal basis. Unit Commanders are responsible for the proper use and control of unit funds. If a council is established, the Unit Commander will normally serve as the Unit Fund President. The Assumption of Command Memorandum will serve as the Commander's appointment document as Unit Fund President.

b. When a unit fund advisory council is established, the council should be comprised of at least one commissioned officer or warrant officer and enlisted member of any pay grade. A copy of the documents appointing the president, recorder and members of the council and minutes of all meetings will be maintained on file. Councils will meet at least quarterly or more frequently at the call of the president. If the Unit Commander is President, the next higher level of command will approve the minutes.

c. Upon deployment, council records and local unit fund files will be retained by the Commander of the Rear Detachment unit.

8. Purchase Procedures.

a. Small purchases may be made by the use of established NAF contracts and/or agreements, and the open market. Purchases made in the open market will be made by the method that is most suitable, efficient and economical to the immediate needs of the requirement. All supplies and services that can be combined into a single transaction should be consolidated. The daily limit for petty cash withdrawals is \$500. Under no circumstances will a requirement be split in order to circumvent this limitation.

b. It is the responsibility of the unit activity to determine which supplies or services most adequately meet its requirements and to clearly define the specifications of the desired supplies or services on the purchase request.

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c. DA Form 4065-R is the only authorized form for all purchases. In addition, a Notice of Certification form, Enclosure 6, will need to be filled out.

(1) Petty cash may be used for purchases or payments that are \$500 or less. The DA Form 4065-R will still need to be completed (Sample at Enclosure 3a). The Unit Fund Custodian will sign block 9 of the DA Form 4065-R and submit for petty cash **prior** to purchase or payment date.

(2) The Unit Fund Custodian or authorized designee will submit the request no later than **15 business days prior to the event/delivery date** if the amount is over the daily cash withdrawal amount of \$500 or if a check is required for purchase or payment. A sample is provided at Enclosure 3b.

(3) It is the responsibility of the requesting unit to complete the form properly. The requesting unit will complete blocks 1 through 6, 8, 9 and 13. Blocks 10 through 12 will be completed by FMB.

(4) The original form should be submitted to FMB.

(5) **Under no circumstances will purchase requests be accepted and approved after the receipt of goods and services.**

(6) The Family and MWR Unit Fund Administrator will review each purchase request for proper format, propriety of purchase, authorized signature and obtain fund availability.

(7) After review and endorsement by the Family and MWR Unit Fund Administrator, checks will be returned to the unit for mailing or for hand-carrying to the vendor, as desired by the Unit Fund Custodian.

(8) The Unit Fund Custodian will fill out and sign a DA Form 2107 upon receipt of payment or purchase, except those processed through petty cash. The DA Form 2107 will be kept in the unit fund files. The original receipt(s) and any unused monies will be submitted to the FMB for fund reconciliation within **two (2) business days** after the payment, purchase or event. Failure to bring in the reconciliation documents will result in a call and/or email to the person withdrawing the funds as a first reminder for appropriate documentation. The second and third (final) notice will be a call and/or email to the signer and their commanding officer. If there is no action after the third notice, the unit fund account will be suspended from further withdrawals until reconciliation is completed. Garrison personnel will also be notified.

d. Purchases or services utilizing a transfer between activities (TBA).

(1) For units that require purchases or services from activities within the IMWRF, a TBA, (DA Form 4080), Enclosure 7, will be used to record the transfer of costs between the unit and the activity. The Unit Fund Custodian or authorized designee will sign the receiving activity signature block and bring DA Form 4080 and DA Form 4065-R to the issuing activity (Clubs, Golf, Bowling, Outdoor Recreation Equipment Checkout Center, etc).

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(2) The issuing activity will submit the DA Form 4080 with the Daily Activity Report (DAR) to NFS with all required signatures and supporting documentation attached. The DA Form 4080 will credit the issuing activity with the sale and debit the receiving activity with the expense. The expense general ledger accounting codes (GLACs) commonly used are: GLAC 726 (Supply Expense), GLAC 744 (General Entertainment Expense), GLAC 745 (Special Events Entertainment Expense) and GLAC 746 (Rental Expense). Entries on the DAR will not get posted unless the corresponding TBA is received at the same time.

e. Prorated Purchases.

(1) Purchases involving the funds of two or more units (group purchases) may be made on a prorated share for each unit involved. A joint purchase of this type must have the concurrence of each Unit Fund Custodian concerned. Joint purchase will be prepared in the same format as a normal purchase with the prorated costs broken down by each unit on one DA Form 4065-R. A comment will be added on the DA Form 4065-R stating that the undersigned agree to the proposed prorated costs. Each Unit Fund Custodian concerned must sign the agreement in Block 9. The Battalion Commander or an authorized representative will designate and state on the form, the Unit Fund Custodian to be held accountable for the property when a joint purchase of property is made.

(2) The transaction will be processed as usual, debiting each unit for its prorated share of the cost. The requesting unit will be responsible for submitting the DA Form 2107 and/or original receipts.

f. **Authorized Purchases.**

(1) The general criteria for expenditure of unit funds include:

(a) Purchases must be for the collective benefit of all unit members for off-duty recreational purposes as outlined in AR 215-1 and not be authorized through APF channels.

(b) All unit members must have the opportunity to participate in the activity supported with the unit funds.

(c) Activities must relate to the MWR of the unit members. Family members (and guests) may participate at the discretion of the unit members.

(2) The types of purchases authorized include supplies, equipment or services which contribute to the entertainment, recreation and comfort of all personnel in the unit, to include:

(a) Items for unit messes and dayrooms not available through regular supply channels, such as videos, murals, pictures, decorative items and periodicals.

(b) Trophies or awards for events open to all individuals supported by the unit.

(c) Repair and maintenance of unit fund-owned property.

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(d) Beverages (malt beverages or soda) will be purchased from government exchange sales outlets or military package stores, unless purchase from a local vendor can be documented as less expensive, taking into consideration the cost of military personnel time and cost of government transportation as well as the purchase price. The purchase of wine is authorized provided it is purchased from a military package store and used or consumed under the provisions for chapter 5, AR 215-1.

(e) Unit histories and related materials for presentation to all unit members and new members when they join.

(f) Distinctive insignia, when APF's are not authorized by AR 670-1.

(g) Welcome home celebrations (see AR 215-1, para 8-29).

(h) Items for unit picnics and unit parties.

g. **Unauthorized Purchases.** When in doubt about the appropriateness of a purchase, the Unit Fund Custodian will submit a request through command channels to the Chief, NSM, with the complete details concerning the item to be purchased and justification for the proposed expenditure. Unauthorized purchases include, but are not limited to:

(1) Any item, supply, equipment or services authorized to be purchased with APF; i.e. lawn mowers, garden supplies, tools and dayroom furnishings and equipment. This also includes Common Table of Allowance (CTA) items.

(2) Mission oriented purchases such as cleaner for truck tires or safety glasses.

(3) Purchases for billets such as blinds, drapes, telephones and lawn equipment.

(4) Cable installation in cadre lounges and staff duty desk or moving of cable in billets.

(5) Repair, modification or maintenance to APF property.

(6) Expenses involved in change of command, retirement, or other such ceremony including flowers for said ceremonies.

(7) Gifts for guest speakers.

(8) Contracted instructors or any category of personnel.

(9) Toys for children's Christmas parties, Easter egg hunts, etc.

(10) Alcoholic beverages, except for malt beverages and wine.

9. Property.

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a. IMWRF-Owned Property.

(1) All items purchased with unit funds, plus any items donated or awarded to a unit (including trophies) with a unit value ranging between \$300 and \$2,500 and items under \$300 considered sensitive (susceptible to pilferage) which retain their original identity during period of use, will be controlled even though classified as expendable for accounting purposes. DA Form 4078 will be prepared by the unit for each item of property.

(2) All property will be marked with the unit fund name and assigned fund account number and a consecutive number (i.e., CO A USAG-HI #230-1). This number will be recorded on the DA Form 4078 in column 4, Identification Number.

(3) Unit fund purchases of furniture, fixtures, and equipment, with a unit cost of \$2,500 or more will be separately controlled. If deemed accountable properties, the items will be added to the fixed asset listing under a unit fund hand receipt location or a new fixed asset location. NSM Logistics Branch will provide specific instructions at the time of purchase.

(4) Unit fund-owned property that is declared unserviceable or is in excess to the needs of the unit will be disposed of with the coordination of the Chief, Logistics Branch, by one of the following methods:

(a) Sold to the highest bidder by sealed bids. Items to be sold must be advertised for a reasonable period of time prior to the sale and all documentation applicable to the sale retained in unit files.

(b) By transfer to another installation unit fund. Signed DA Form 3161 is to be retained by both parties of the transfer.

(c) By transfer to the Defense Reutilization and Marketing Office (DRMO).

10. Points of contact are the FMB, Unit Fund Administrator at (808) 656-0102 for administration and accounting of unit funds and the FMB, Unit Fund Cashier at (808) 656-0088 for unit fund account withdrawals.

FOR THE COMMANDER:

7 Encls
as



GORDON M. TAKESHITA
Director of Family and Morale, Welfare
and Recreation

IMPC-HAW-MW
SUBJECT: Local Family and MWR Unit Funds

DISTRIBUTION:
Each Regular Unit Fund
DFMWR Admin
DFMWR Training
ACS
BOD
CRD
CYSS
NSM

CF:
NAF Procurement



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

REPLY TO
ATTENTION OF

APVG-STB-HSC

1 Jan 11

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command By Authority of Paragraph 2-5a, AR 600-20

The undersigned assumes command of the Headquarters Support Company (UIC ABC123), 1st Brigade, 2nd Battalion, 25th Infantry Division, Schofield Barracks, Hawaii, effective 1 Oct 10.

(signature)
JOHN Q. PUBLIC
CPT, IN
Commanding

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.				DATE 1 Jan 11	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES HSC, 1st Brigade, 2nd Battalion, 25th Infantry Div UF#175			LOCATION 1234 Duck Road, Schofield Barracks, Hawaii 96857		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
Snuffy, Joseph J.			Y	Y	(signature & initials)
Sausage, Samuel S.			Y	Y	(signature & initials)
***** Nothing Follows *****					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: Request and withdraw MWR Unit Funds					
REMARKS This card supercedes all previous cards					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE ABC123			DODAAC/ACCOUNT NUMBER		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Public, John Q.	03	808.555.1212	31 Dec 12	(signature)	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00ES

ARMY NAF PURCHASE REQUEST

For use of this form, see AR 215-4; the proponent agency is DCSPER

1. NAFI ADDRESS

2. REQUEST NO

TELEPHONE NUMBER

3. DATE

4 ITEMS BEING REQUESTED

ITEM NO. a	DESCRIPTION OF ITEM/SERVICE b	QUANTITY c	UNIT d	EST UNIT PRICE e	ESTIMATED AMOUNT f
1					
2					
3					
4					
5					
6					
7					
8					
9					
				Subtotal	
				Shipping	
				Total	

5. REQUESTED DELIVERY DATE

6. DELIVER TO

7. SOLE SOURCE JUSTIFICATION ATTACHED

8. REQUESTOR'S SIGNATURE AND PRINTED NAME

9. NAFI FUND MANAGER'S SIGNATURE AND PRINTED NAME

10. FUNDS ARE AVAILABLE IN THE AMOUNT OF:

11. ACCOUNTING DATA

\$

12. TYPE TITLE OF CERTIFYING OFFICIAL

SIGNATURE

DATE:

13. REMARKS

ORDER FROM:

APPROVAL/DISAPPROVAL AND DATE (if applicable)

14. INSTALLATION COMMANDER'S SIGNATURE AND PRINTED NAME

DATE:

DA FORM 4065-R, FEB 87

ARMY NAF PURCHASE REQUEST For use of this form, see AR 215-4; the proponent agency is DCSPER	1. NAFI ADDRESS <div style="text-align: center;"> COMPLETE NAME AND ADDRESS OF UNIT REQUESTING FUNDS </div> TELEPHONE NUMBER PHONE NUMBER	2. REQUEST NO 3 DIGIT UNIT FUND # 3. DATE DATE OF REQUEST
---	---	--

4 ITEMS BEING REQUESTED					
ITEM NO. <small>a</small>	DESCRIPTION OF ITEM/SERVICE <small>b</small>	QUANTITY <small>c</small>	UNIT <small>d</small>	EST UNIT PRICE <small>e</small>	ESTIMATED AMOUNT <small>f</small>
1	ITEMS BEING REQUESTED	#	EA	\$	\$
2	ITEMS BEING REQUESTED	#	EA	\$	\$
3	ITEMS BEING REQUESTED	#	EA	\$	\$
4					
5					
6					
7					
8					
9					
10					
11					
12					
				<u>Subtotal</u>	\$
				<u>Shipping</u>	\$
				<u>Total</u>	\$

5. REQUESTED DELIVERY DATE _____ 6. DELIVER TO _____ 7. SOLE SOURCE JUSTIFICATION ATTACHED

WHEN FUNDS ARE NEEDED BY 8. REQUESTOR'S SIGNATURE AND PRINTED NAME REQUESTORS PRINTED NAME AND SIGNATURE	CONTACT NAME AND PHONE NUMBER 9. NAFI FUND MANAGER'S SIGNATURE AND PRINTED NAME UNIT FUND CUSTODIANS PRINTED NAME AND SIGNATURE
---	--

10. FUNDS ARE AVAILABLE IN THE AMOUNT OF: \$ _____ 11. ACCOUNTING DATA _____

12. TYPE TITLE OF CERTIFYING OFFICIAL _____ SIGNATURE _____ DATE: _____

13. REMARKS _____ ORDER FROM: _____

EVENT NAME AND EVENT DATE _____

APPROVAL/DISAPPROVAL AND DATE (if applicable)

14. INSTALLATION COMMANDER'S SIGNATURE AND PRINTED NAME _____ DATE: _____

ENCLOSURE 3A

ARMY NAF PURCHASE REQUEST For use of this form, see AR 215-4; the proponent agency is DCSPER	1. NAFI ADDRESS COMPLETE NAME AND ADDRESS OF UNIT REQUESTING FUNDS	2. REQUEST NO 3 DIGIT UNIT FUND #
	TELEPHONE NUMBER PHONE NUMBER	3. DATE DATE OF REQUEST

4. ITEMS BEING REQUESTED					
ITEM NO. a	DESCRIPTION OF ITEM/SERVICE b	QUANTITY c	UNIT d	EST UNIT PRICE e	ESTIMATED AMOUNT f
1	ITEMS BEING REQUESTED	#	EA	\$	\$
2	ITEMS BEING REQUESTED	#	EA	\$	\$
3	ITEMS BEING REQUESTED	#	EA	\$	\$
4					
5					
6					
7					
8					
9					
10					
11					
12					
				<u>Subtotal</u>	\$
				<u>Shipping</u>	\$
				<u>Total</u>	\$

5. REQUESTED DELIVERY DATE 6. DELIVER TO 7. SOLE SOURCE JUSTIFICATION ATTACHED

WHEN FUNDS ARE NEEDED BY CONTACT NAME AND PHONE NUMBER

8. REQUESTOR'S SIGNATURE AND PRINTED NAME 9. NAFI FUND MANAGER'S SIGNATURE AND PRINTED NAME
**REQUESTORS PRINTED NAME
AND SIGNATURE** **UNIT FUND CUSTODIANS PRINTED NAME
AND SIGNATURE**

10. FUNDS ARE AVAILABLE IN THE AMOUNT OF: 11. ACCOUNTING DATA
\$

12. TYPE TITLE OF CERTIFYING OFFICIAL SIGNATURE DATE:

13. REMARKS ORDER FROM:
EVENT NAME AND EVENT DATE CHECK PAYABLE TO: CONTACT PERSON
NAME CONTACT PHONE NUMBER
ADDRESS
CITY STATE ZIP

APPROVAL/DISAPPROVAL AND DATE *(if applicable)*

14. INSTALLATION COMMANDER'S SIGNATURE AND PRINTED NAME DATE:

**NONAPPROPRIATED FUND
RECEIPT AND DISBURSEMENT VOUCHER**

For use of this form, see AR 215-5; the proponent agency is USAFAC.

VOUCHER NO.

11-4

NAME OF FUND
MWR Unit Fund #179
HSC, 1st BDE, 2nd BN

DATE

20 Jul 11

DESCRIPTION	UNIT	AMOUNT	
		RECEIVED	PAID*
Paradise Cove Luau Park			1,500.00
*****Nothing Follows*****			
TOTAL			1,500.00
LESS DISCOUNT			
NET			1,500.00

*PAID BY CHECK NO. 123456 19 JUL 11

CHECK APPLICABLE BOX
 AUTHORIZED FOR PAYMENT AUTHORIZED FOR RECEIPT

TYPED NAME, GRADE, AND TITLE OF CUSTODIAN
 John Q. Public, CPT
 UNIT FUND #179 CUSTODIAN

SIGNATURE OF CUSTODIAN
 (Signature)

PROPERTY CONTROL AND DEPRECIATION RECORD

For use of this form, see AR 215-5; the proponent agency is USAFAC.

DESCRIPTION AND DISPOSITION	DATE ACQUIRED		LIFE	STOP DEPRECIATION		ACQUISITION COST OR VALUE	IDENTIFICATION NUMBER	LOCATION	DEPRECIATION PER MONTH
	MO.	YR.	YRS.	MO.	YR.				
Nintendo Wii Console	2	0	N/A	N/A		195.00	#230-1	Dayroom	N/A
Video Player	3	0	N/A	N/A		185.00	#230-2	Dayroom	N/A
Decorative Pictures	7	0	N/A	N/A		150.00	#230-3	Dayroom	N/A

NOTICE OF CERTIFICATION

Petty Cash

Check

I _____ acknowledge receipt of Unit Funds
PRINT NAME & RANK

on _____ . I certify that the funds from Unit Fund # _____ will be used
TODAY'S DATE

for _____ on _____ .
PURPOSE OF WITHDRAWAL REQUEST DATE

**I will return the following item(s) to the Family and MWR, Financial Management
Branch within two (2) business days after the payment or purchase:**

- ORIGINAL RECEIPTS
- UNUSED FUNDS, IF ANY
- SIGNED NONAPPROPRIATED FUND RECEIPT AND DISBURSEMENT
VOUCHER (DA FORM 2107)**

I understand that failure to bring in the required reconciliation documentation will result in a call and/or email as the first reminder. The second and third (final) notice will be a call and/or email to my commanding officer and I. If after the final notice there is still no action, the unit fund account will be suspended from further withdrawals until reconciliation is completed. Garrison personnel will also be notified.

Signature: _____

Telephone: _____ Email: _____

NAME OF COMMANDING OFFICER: _____

Telephone: _____ Email: _____

If deploying soon, please provide:

REAR DETACHMENT CONTACT: _____

Telephone: _____ Email: _____

NAF Form Number Pending

TRANSFERS BETWEEN ACTIVITIES For use of this form, see AR 215-5; the proponent agency is USAFAC.		FUND QB1	TRANSFER NUMBER		
INSTALLATION (Name and address) Family and MWR, CRD, Outdoor Recreation Branch					
STOCK NUMBER	DESCRIPTION	UNIT	QUAN-TITY	UNIT PRICE	AMOUNT
	Bounce House	EA	1	105.00	105.00
	BBQ Grill	EA	1	49.00	49.00
	Shave Ice Machine	EA	1	32.25	32.25
	TOTAL				
DATE 07/22/11	ISSUING ACTIVITY ODR Equip Rental Credit: 8E-00-289	SIGNATURE OF MANAGER			
DATE 07/22/11	RECEIVING ACTIVITY Unit Fund #179 Debit: UF-5J-746	SIGNATURE OF MANAGER Unit Fund Custodian or Authorized Designee's Signature			
DATE	TRANSFER AUTHORIZED BY	SIGNATURE			



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

REPLY TO
ATTENTION OF

APVG-STB-HSC

1 Oct 10

MEMORANDUM FOR Directorate of Family and Morale, Welfare and Recreation, Outdoor Recreation, Bldg 556, Schofield Barracks, HI 96857

SUBJECT: Request for Unit Discount at Outdoor Recreation

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 10 and returned on 13 Oct 10.
3. These items will be picked up by SFC Sausage, Sam.
4. Point of contact for this memorandum, SFC Snuffy, Joe, (MWR Representative) or (S4) at 123-4567, verifies signature authority (DA Form 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.

Encl

(signature)
JOHN Q. PUBLIC
CPT, IN
Commanding

* Bring this memo to Outdoor Recreation to request a 25% unit discount for rentals to use for your next Org Day.



OUTDOOR RECREATION EQUIPMENT CHECKOUT CENTER

SCHOFIELD BARRACKS, BLDG. 556, PHONE 655-0143
TUES-SAT 0830-1730, SUN 1000-1600, MONDAY&HOLIDAYS CLOSED
www.mwrarmyhawaii.com/recreation-and-leisure/outdoor-recreation-center



WATER SPORTS

	<u>DAILY</u>	<u>WEEKEND</u>
Kayak (1 person)	\$20	\$40
Kayak (2 person)	\$25	\$50
Boogie Board	\$8	\$18
Surfboards Soft Top	\$15	\$35
**Surfboards Foam	\$30	\$60
**Stand-up Paddle Boards	\$45	\$110
Infant PFD (20-50 lbs)	\$2.50	\$5
Child PFD (50-90 lbs)	\$2.50	\$5
Adult PFD (90lbs +)	\$2.75	\$5
**John Boats (Reg.+ lic. req)	\$50	\$150
**Fishing Kayaks	\$30	\$60
**Pole/Reel package	\$20	\$30

(**Security Deposit)

CAMPING

	<u>DAILY</u>	<u>WEEKEND</u>
48Q Cooler	\$4	\$10
120Q Cooler	\$6	\$14
165Q Cooler	\$8	\$16
5 Gal water Jug	\$3	\$6
Tent (4 person)	\$12	\$29
Stove (Propane)	\$5	\$12
Lantern (Propane)	\$5	\$12
Camp Packages	\$22	\$52

(includes tent, stove, lantern and 48Q cooler)

Weekend Rate: Friday 0930 through Sunday 1030 or Saturday 0930 through Tuesday 1030

SPORTS EQUIPMENT

	<u>DAILY</u>	<u>WEEKEND</u>
Softball Package	\$26	\$57
Bases (set of 4)	\$4	\$10
Softball Bat	\$2	\$4
Softball (set of 4)	\$3	\$8
Volleyball Package	\$10	\$25
Flag Football Package	\$15	\$33
Ultimate Frisbee Package	\$6	\$12
Tug-Of-War Rope	\$5	\$12
Horseshoes Set	\$5	\$10
Hybrid Bike	\$12	\$35
Bike Keiki Cart	\$10	\$35
Tennis Racquet	\$3	\$8
Misc Ball (VB, SB, BB, FB)	\$3	\$8

PARTY SUPPLIES

	<u>DAILY</u>	<u>ADD. DAYS</u>
10x10 canopy	\$18	\$10
10x20 canopy	\$30	\$15
20x20 canopy	\$43	\$20
20x40 Canopy	\$55	\$23
Chairs (bundles of 5)	\$3	\$2
6' Tables	\$6	\$3
8' Tables	\$7	\$3
Dunk Booth	\$80	\$40
**BBQ Trailer Grill	\$65	\$25
**Popcorn Machine	\$42	\$15
**Cotton Candy Machine	\$42	\$15
**Shave Ice Machine	\$42	\$15

BOUNCE HOUSES

	<u>DAILY</u>	<u>DEPOSIT</u>
Infant (9x12')	\$75	\$40
Clown	\$105	\$40
Pony	\$105	\$40
Dalmatian	\$105	\$40
Dolphin	\$105	\$40
Dinosaur	\$105	\$40
Slip-n-Slide (water)	\$125	\$40
Keiki Clubhouse	\$125	\$40
Crayonland	\$125	\$40
Slippery Slope	\$145	\$40
Super Splash (seasonal/water)	\$145	\$40

PARTY PACKAGES

	<u>COST</u>
PP#1 – Menehune Pack-15% off	\$86.25
(1) 10x20 canopy, (3) 6' tables, (15) chairs, (1) 48Q cooler, choice of (1) food machine (\$40 deposit required)	
PP#2 – Kahuna Pack – 20% off	\$243.25
Choice of (1) bounce house, (1) 20x20 canopy, (2) 6' tables (2) 8' tables, (25) chairs, (1) 120Q cooler, (1) 48Q cooler choice of (2) food machines (\$40 deposit required)	
PP#3 – Ali'i Pack – 25% off	\$338.50
(1) Bounce house, (1) 20x40 canopy, (3) 6' tables, (3) 8' tables, (2) 120Q coolers, (35) chairs, dunk booth, all food machines (cotton candy, popcorn, shave ice) (\$40 deposit required)	

50% DEPOSIT REQUIRED TO RESERVE ITEMS. DEPOSITS ARE FORFEITED IF RESERVATION IS CANCELLED WITHIN 7 DAYS OF SCHEDULED USE. ADDITIONAL DAY RATES ARE FOR PRE-SCHEDULED ADDITIONAL DAYS ONLY. LATE FEES ARE ASSESSED PER THE RESERVATION AGREEMENT. (APPENDIX H) ALL ITEMS WILL BE INSPECTED AT ISSUE AND RETURN. \$10 CLEANING FEE WILL BE ASSESSED FOR ALL ITEMS RETURNED DIRTY (OR DEPOSIT WILL BE FORFEITED). JOHN BOATS REQUIRE AN OPERATOR'S CERTIFICATE. ALL TRAILERS (BOATS, DUNK BOOTHS, BBQ TRAILERS) REQUIRE 2" BALL HITCH.