

**Morale, Welfare & Recreation (MWR)**

**Unit Allocation Fund Request Form**

**Purpose:** In accordance with CINCINST 1710.3, Section 205, subpara a., this form is used to request funds for unit recreational activities which are not soley parties and picnics. Funds may also be used to purchase emblematic, recognition, and reception related items for advancement, award and reenlistment ceremonies. The fund is \$10.00 per active duty members per year, and members must be part of the unit for more than 30 days to be eligible. After the event, return all unused funds and receipts to MWR Accounting Office within 10 days. It is prohibited to maintain a separate bank account for unit funds. Each new FY a copy of the Commands Alpha Roster must be provided to MWR. For those Commands with students, submissions should be more often. Fax or email this request to the POC listed below.

**Clearly print or type the following information (all blocks must be completed):**

<b>Unit/Command Requesting Funds:</b>	<b>Unit Identification Code (UIC):</b>
<b>Purpose/Event:</b>	<b>Date of Event:</b>
<b>Amount Requested:</b>	<b>Number of Participants:</b>
<b>Date to Provide Funds:</b> <small>(Note: Allow 10 working days for check to be prepared)</small>	<b>Make Check Payable to:</b>
<b>Unit Point of Contact:</b>	<b>Unit POC Phone Number:</b>
<b>Unit POC Email:</b>	<b>Local MWR has Unit Alpha Roster or is Attached:</b>  <div style="display: flex; justify-content: space-around;"> <span>Yes on File</span> <span>Yes Attached</span> </div>

**Authorized Signatures**

<b>Printed Name/Rank</b> <b>Unit Commanding Officer or Authorized Representative</b>	<b>Signature/Date</b> <b>Unit Commanding Officer or Authorized Representative</b>
<b>Printed Name</b> <b>Local Business Manager and/or MWR Director</b>	<b>Signature/Date</b> <b>Local Business Manager and/or MWR Director</b>

**Return this completed form to the below POC**

<b>Local MWR Accounting Point of Contact (POC):</b>
<b>Local MWR Accounting POC Phone Number:</b>
<b>Local MWR Accounting POC Email Address:</b>

**For MWR Accounting Purposes Only**

<b>Notes:</b>	<b>Available Funds:</b>
	<b>Amount Requested:</b>
	<b>Available Balance:</b>
	<b>Other:</b>