

DEPARTMENT OF THE ARMY
[Unit Letter Head]

[OFFICE SYMBOL]

[DATE]

MEMORANDUM FOR RECORD
SUBJECT: MWR Funds Request

1. [WHO] will be conducting [EVENT] on [EVENT DATE]. The event is [PURPOSE]. The funds will be used for [INTENDED USE]. We are requesting [LOCAL and/or ALR] funds in the amount of [\$XXX.XX] for [COMMISSARY and/or MWR FACILITY].

2. The itemized list is as follows for [COMMISSARY and/or MWR FACILITY] purchases:

ITEM	QTY	COST	Total Cost
ITEM	1	\$1.11	\$1.11
ITEM	2	\$2.11	\$4.22
ITEM	3	\$3.11	\$9.33
ITEM	4	\$4.11	\$16.44
ITEM	5	\$5.11	\$25.55
ITEM	6	\$6.11	\$36.66
ITEM	7	\$7.11	\$49.77
ITEM	8	\$8.11	\$64.88
ITEM	9	\$9.11	\$81.99
ITEM	10	\$10.11	\$101.10
ITEM	11	\$11.11	\$122.21
Subtotal:			\$513.26
5% surcharge:			\$25.66
TOTAL Commissary Expenses			\$538.92

MWR [FACILITY]	QTY	Cost Per	Total Cost
RESERVATION/SERVICE	1	\$30.00	\$30.00
RESERVATION/SERVICE	2	\$31.00	\$62.00
RESERVATION/SERVICE	3	\$32.00	\$96.00
RESERVATION/SERVICE	4	\$33.00	\$132.00
RESERVATION/SERVICE	5	\$34.00	\$170.00
RESERVATION/SERVICE	6	\$35.00	\$210.00
RESERVATION/SERVICE	7	\$36.00	\$252.00
TOTAL Rental Expenses			\$952.00

4. The Point of contact for this memorandum is [POC RANK AND NAME] at [PHONE NUMBER], or at [EMAIL].

[UNIT FUND MANAGER'S SIGNATURE]

[UNIT FUND MANAGER'S SIGNATURE BLOCK]