

REQUEST FOR SPECIAL MORALE AND WELFARE FUNDS

SECTION I. (To be completed by Requester)

1. TO	2. FROM	3. PROJECT OFFICER AND EXTENSION	
4. DATE		5. AMOUNT REQUESTED	
6. INFORMATION TO SUPPORT REQUEST			
A. FUNCTION/EVENT		B. DATE AND PLACE	
C. GUEST(S) OF HONOR			
D.	OFFICERS	ENLISTED	CIVILIA
	0		DV
E. TOTAL COSTS		F. AVERAGE COST PER PERSON	
(1) FOOD/DRINK	(3) MEMENTO	(5) OTHER (DESCRIBE)	
(2) PAPER PRODUCTS	(4) FLOWERS	(6) OTHER (DESCRIBE)	
G. REMARKS (Describe blocks 1,5,6)			

7. I certify that this request represents the minimum amount required to achieve the desired outcome. I understand that I cannot obligate the Air Force for any costs exceeding the amount approved. Requests MUST be approved in advance before any purchases can be made.

8. NAME, TITLE OF REQUESTOR	9. SIGNATURE	10. DATE
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SECTION II. (To be completed by SVS RMFC)

1. Expenditure is is not authorized SM&W support IAW AFI 34-201, Table 12.1, Rule No. _____

Recommend APPROVAL DISAPPROVAL Control Number _____

2. NAME, TITLE OF REVIEWER	3. SIGNATURE	4. DATE
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SECTION III. (To be completed by FM NAFFA)

1. Expenditure is is not authorized APF (ORF) support IAW AFI 65-603.

Expenditure is is not authorized APF support IAW AFI 65-601. APFs are available are not available

Expenditure is Rule Verified _____ is not authorized SM&W support

2. NAME, TITLE OF REVIEWER	3. SIGNATURE	4. DATE
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SECTION IV. (To be completed by Approving Authority)

1. TO	2. <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVED	3. AMOUNT
4. NAME, TITLE OF APPROVING AUTHORITY	5. SIGNATURE	6. DATE

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The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

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