

**REQUEST FOR OFFICIAL REPRESENTATION/SM&W FUND AUTHORIZATION**

**SECTION I - REQUEST TO EXPEND FUNDS (To be completed by Protocol)**

<i>Payee's Name and Address</i>	<i>Date</i>
	<i>Protocol Voucher Number</i>

<i>Function</i>	<i>Number Attending (Attach List)</i>
<i>Place</i>	<i>Guests</i>
<i>Date</i>	<i>DoD Personnel</i>
<i>Category:</i> <input type="checkbox"/> <i>Community Relations</i> <input type="checkbox"/> <i>International</i> <input type="checkbox"/> <i>Public Relations</i> <input type="checkbox"/> <i>DOD Protocol</i> <input type="checkbox"/> <i>Other (Specify)</i>	<i>Total</i>
<i>Host (Name and Title)</i>	<i>Guest(s) of Honor (Name and Title)</i>
<i>Purpose</i>	
<i>Authorizing Directive and Paragraph</i>	

<i>Description</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Price</i>
<i>Name and Grade of Requesting Official</i>	<i>Signature</i>	<i>Date</i>	

**SECTION II - COMPTROLLER REVIEW**

*Appropriated Funds are/are not authorized in accordance with AFI 65-603*

<i>Name and Grade of Verifying Official</i>	<i>Signature</i>	<i>Date</i>
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*I certify that the supplies or services listed above are properly chargeable to the following allotments and that sufficient funds are available and have been reserved.*

*Accounting Classification*

<i>Name, Grade, and Symbol of Certifying Official</i>	<i>Signature</i>	<i>Date</i>
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**SECTION III - NONAPPROPRIATED FUND CUSTODIAN REVIEW**

*NAFs are/are not available and are/are not authorized in accordance with AFI 34-201*

*Uncommitted Balance After Above Obligation \$*

<i>Name and Grade NAF Official</i>	<i>Signature</i>	<i>Date</i>
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**SECTION IV - APPROVAL OF EXPENDITURE (To be completed by Commander or Designated Official)**

<input type="checkbox"/> <i>APPROVED</i>	<input type="checkbox"/> <i>DISAPPROVED</i>
<i>Name and Grade of Approving Official</i>	<i>Signature</i>
	<i>Date</i>

**SECTION V - CERTIFICATION OF EXPENDITURE (To be completed by Protocol...NAF Expnd Only)**

*I certify that supplies and/or services in the amount of \$ \_\_\_\_\_ has been received.*

<i>Name and Grade of Protocol Official</i>	<i>Signature</i>	<i>Date</i>
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### **About the ITAOP/savePDF Method**

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.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).