

## SPECIAL MORALE AND WELFARE (SM&amp;W) FUNDING REQUEST

Request # \_\_\_\_\_

**General Information**

1. Request for SM&W funds require advance approval and are limited to specified amounts and functions. Expenditures after the fact **WILL NOT be reimbursed**.
2. Forms must be submitted at least 10 workdays prior to the date of event to ensure timely processing. Submit this request form to [96fss.fsr@us.af.mil](mailto:96fss.fsr@us.af.mil).
3. After the request has been approved and the event has concluded, bring in receipt(s) for reimbursement to the NAF Accounting Office located in Bldg 6, 401 W Van Mater Ave, Eglin AFB.
4. If the request is for light refreshments, they are defined as: only nonalcoholic beverages (i.e. coffee, tea, milk, juice, punch, soft drinks, and water), yogurts, pastries, bagels, fruit/vegetable/cheese and cracker trays, pretzels, cookies, chips, dips, cake, and muffins are authorized. Complete meals, buffets, banquets, smorgasbords, heavy hors d'oeuvres or any food which consists of meat, poultry, fish or cheese-filled items do not qualify as light refreshments and **WILL NOT be reimbursed**.
5. **Effective June 2023:** An important change to our purchasing process - a 889 designation form is required to be signed by every vendor FSS (even through a third party) does business with either through our government purchase card or petty cash. If you will be purchasing anything other than from FSS, the BX, or the Commissary, an 889 form will be required to accompany your receipts. Please check with us if you wish to use an off-base vendor and we can forward the 889 form to you if we have one on file, if not you will need to get a form signed prior to purchase.
6. The cost of light refreshments may include the cost of disposable serving ware (e.g., paper napkins, disposable forks, cups, and plates) and any club or other Morale, Welfare, and Recreation activity service charge, delivery fee, or set-up fee. The purchase of china, silverware/flatware, tablecloths, plates, glasses, punch bowls and cups, chafing dishes, serving trays, coffee urns, etc. is prohibited.
7. Taxes **WILL NOT be reimbursed**; a tax exemption certificate is attached should one be needed.

**Event Information**

Project Officer Signature:

Project Officer Name (first and last)	Grade/Rank	Title	Unit/Office Symbol
Email		Phone	

Purpose of request:

Date of event:

Place of event:

Number of Attendees: DoD:

Non-DoD:

Total:

Funds requested for:

Item	Quantity	Unit Price	Total Price
Grand Total			

For Whom/Guest of Honor (if applicable):

Name (first and last)	Grade/Rank	Title	Unit/Office Symbol

Senior officer hosting event (if applicable):

Name (first and last)	Grade/Rank	Title	Unit/Office Symbol

**Comptroller/NAFFA Review**

APFs/ORFs for this function is  authorized is  not authorized IAW AFI 65-601, Vol 1 or AFI 65-603.

MICHELE K. SIEGFRIED, GS-12

NAFFA

**FSS/FSR Review**

IAW AFMAN 34-201, Chapter 12, SMW request for \_\_\_\_\_ is recommended for  approval  disapproval.

Recommendation for approval is based on the following SMW Category:

CHRISTINA MACDONALD, NH-03 DAF

Chief, Resource Management Flight

**Expenditure Approval**

SMW request for \_\_\_\_\_ is  approved  disapproved.

MARK E. WILKE, NH-04

Deputy Director, 96th Force Support Squadron



## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

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R. 01/18

85-8012589973C-9	06/30/2023	06/30/2028	FEDERAL GOVERNMENT
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

DEPARTMENT OF THE AIR FORCE  
96 FSS/FSR  
401 W VAN MATRE AVE  
EGLIN AFB FL 32542-5485

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

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1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.