

INSERT UNIT LETTERHEAD HERE

MEMORANDUM FOR Unit Funds Representative, USAG – Wiesbaden Financial Management Division, Unit 29623 Box 0051, APO AE 09005-9623

SUBJECT: Request for Unit Funds

1. The **(UNIT NAME)** fund council met and approved the use of unit funds for the following:

- a. Type of activity i.e. Organizational Day, Christmas party, unit trip, or equipment
- b. Date of Activity
- c. \$ amount and/or € amount needed
- d. What money will be used for? i.e. food, decorations, bus trips, equipment.
- e. Date for money pick-up (**E-6 or above authorized on signature card**)

2. **Money cannot be exchanged from Dollars to Euros or from Euros to Dollars.**

3. Procurement of articles or services is for the collective benefit of all military members in the unit.

3. POC and telephone #

SIGNATURE
(Commander)