



DEPARTMENT OF THE AIR FORCE
355TH **Squadron Name**
DAVIS-MONTHAN AIR FORCE BASE ARIZONA

EXAMPLE ONLY

12 April 2012

MEMORANDUM FOR: 355 FSS/FSR

FROM: 355th **Squadron Name**

SUBJECT: Request for Picnic Funds

1. Request **\$\$\$** from Picnic funds to pay for 355 **Squadron's name/event** which will be held at **location on date of the event**.
2. Monies may be made payable to **POC name** after receipts are reviewed.
3. If you have any questions, please contact **POC** at **228-XXXX**.

//SIGNED//
Commander or acting commander
May digitally signed