

MWR UNIT FUNDS

Procedures

- MWR Unit Funds are established annually by Company Commanders to be used for the benefit of the entire company
- Funds are valid from 01 October through 30 September of current fiscal year
- The Company Commander requests by memorandum to establish their Unit Fund to the USAG Directorate, Family and MWR, Financial Management Division (FMD)
- ** Please keep in mind funds must be requested in advance so we can confirm availability of funds and ensure what is being purchased is authorized. As such, we do not reimburse expenses that were incurred without prior issuance of funds or approval. Unit funds must be requested 15 calendar days in advance to ensure availability of funds. Funds are issued on first come first serve basis.**

Important Information on memorandum

- The memorandum should display the Unit Identification Code (UIC) and the number of Soldiers assigned to the company.
- Commander may assign 2 alternate funds custodians by listing the name, email, and phone number.
- Fund Custodians are at the discretions of the Company Commander
- The memorandum has to be signed by the Company Commander
- Funds are available upon receipt of memorandum

Unit Funds Distribution

- Funds are disbursed as follows:
 - Units of 01 to 60 Soldiers \$10 per Soldier per year
 - Units of 61 to 75 Soldiers \$600 per year total
 - Units of 76 to 300 Soldiers \$8 per Soldier per year
 - Units of 301 to 400 Soldiers \$2,400 per year total
 - Units of 401 or more Soldiers \$6 per Soldier per year

USE OF FUNDS (ask before buying)

- Fund use can only be authorized by the Company Commander
- Items purchased should be identical and available to each Soldier in the company. Each Unit Member must be afforded the opportunity to participate
- Units can use the funds for:
 - Company BBQ's
 - Family and MWR: parties at the Arena or Golden Lion, rental items from OutDoor Recreation
 - Company coins, memorabilia staying in Company area
 - Company logo mugs
- NOT AUTHORIZED: Equipment, Sporting Goods. Ask before committing

Receiving Funds:

- Daily Cash disbursement not to exceed \$500 or €500 (currency issued is the currency spent)
- Euro disbursement not to exceed the equivalent to \$500 or €500
- Credit Card purchase with approval from Financial Management Officer
- Transfer between Accounts (TBA), using any MWR activity (Arena, Golden Lion, Warrior Zone, ODR, etc...) receive an estimate (no down payment) then contact FMD. FMD will discuss a transfer of funds with the activity.
- Original receipts for cash transactions must be returned within 3 business days of the event. Receipts from Italian businesses must be legible and have: Individuals or Company Name, Partita Iva or Codice Fiscale, and Complete Address.
- All receipts and change must be returned to FM within 5 calendar days or the last working day of the month, whichever occurs first.
- Funds must be requested 15 calendar day in advance to confirm availability of funds and ensure what is being purchased is authorized. As such, we do not reimburse expenses that were incurred without prior issuance of funds or approval. Funds are issues on first come first serve basis.

Contact Information: Caserma Ederle, Building 203 (upstairs) by the fuel point exit

David Floyd
NAF Support Manager
DSN 646-4487
CIV 0444-71-4487
david.m.floyd3.naf@army.mil

Cristina Lanaro
Budget Analyst
DSN 646-4485
CIV 0444-71-4485
Cristina.Lanaro2.ln@army.mil

Maria Elena Dall'Osto
Budget Analyst
646-4482
0444-71-4482
Mariaelena.dallosto.ln@army.mil