



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

DD MMM YY

MEMORANDUM FOR 18 FSS/FSWO

FROM: UNIT

SUBJECT: Request for Free Issue Equipment

1. The UNIT'S EVENT will take place on DATE from TIME. STATE REASON/PURPOSE OF EVENT. We would like to request the following free issue equipment if available with a check out on DATE and check in on DATE. If additional equipment is needed, we understand that a separate reservation will need to be made in person with the reservation fees paid in full.

Items	Requested Quantity
6' tables (authorized up to 60)	
Folding chairs (authorized up to 160)	
9' x 12' canopies (authorized up to 8)	
12' x 24' canopies (authorized up to 2)	
120 qt. Cooler (authorized up to 1)	
55 qt. cooler (authorized up to 6)	
Smoker grill ( Authorized up to 1)	

2. We understand that per AFI 65-106 8.3.1 and DAFI 34-101 19.26, the equipment will be used for spirit de corps functions and will not be utilized for fundraising activities.
3. We understand that we will provide a working party to check in/out and restock the equipment.
4. If you have questions regarding this information, please contact POC NAME at PHONE NUMBER or by email at EMAIL. (A confirmation email will be sent to the POC with the required working party numbers, date of check in/out, and equipment quantities reserved)

(Unit Commander/Director signature block)

