**Supplemental Funding Request**

IMWR-BR 16 NOVEMBER 2017

MEMORANDUM THRU Installation Management Command Directorate Sustainment

FOR Army BOSS Program, Installation Management Command G9

SUBJECT: Reimburse [IMCOM Directorate ##### / ###### Garrison] for BOSS Purchase Expenses

1. Request reimbursement funds in the amount of $8,335.00 to be transferred ***to*** [IMCOM Directorate ##### / ###### Garrison], ***from*** Army, Morale, Welfare, and Recreation Fund (AMWRF) BOSS Program.

2. Funds requested from AMWRF BOSS Program will be used to reimburse BOSS expenses for [promotional items / equipment / supplies / #### services] (per ENCL) – Reference Program Code QD.

3. [Supplies / Services] will be utilized to support the identified BOSS Program for [brief narrative, 2-3 sentences, explaining specific use. Identify specific events, activities, or facilities being supported, and a disbursal plan if being used for promotional items (volunteer identification, event recognition, competition winners, etc.). If supplies are used for promotional or identification purposes, all items MUST be branded with the BOSS script and/or the BOSS graphic; if space allows, “Better Opportunities for Single Soldiers” will be spelled out under the script/graphic. Directorates / Garrisons may add a line below the graphic and/or text to identify the individual program location].

4. Point of Contact for this memorandum Mr. John W. Doe, BOSS [MWR Advisor / Program Manager], john.w.doe.naf@mail.mil, (210) 555- 1234.

JAMES P. BUCHANAN

Chief, Community Recreation

Fort Benjamin Harrison FMWR

ENCL