



FORT LEE

# CIVILIAN WELFARE FUND

Supporting Civilians Workers Who Sustain Our Military!



## EVENT PAYMENT REQUEST FORM

Effective October 2022

- Funding requests with **PROJECTED EVENT MONTH** must be submitted to the CWF Fund Manager, Susan Garling, at susan.n.garling.civ@army.mil by the agency CWF rep up to two weeks prior to planned event.
- **FIRST COME, FIRST SERVE**, based on available funding.
- Payment amounts to support **CIVILIAN EVENTS** are determined based on agency civilian TDA numbers, funding availability, funding regulations, and monthly spending limits.
- Agencies are notified via email of approved event date and amount of support.
- CWF will provide payment directly to the vendor prior to your event. Your agency is responsible for any expense over the approved amount. Must notify CWF of food pick-up date.
- Only below, on-post food venues are authorized to receive CWF funds for payment towards event.

### CWF will support ONE event, per agency, from October through December 2022

Organization: \_\_\_\_\_ Civilian TDA Number Currently Staffed: \_\_\_\_\_

To assist in scheduling, select an event date in 2 different months:

1<sup>st</sup> Choice Event Date/Month: \_\_\_\_\_ 2<sup>nd</sup> Choice Event Date/Month: \_\_\_\_\_  
*-your agency is responsible to notify CWF one week prior to your food/supply pick up date-*

ON-POST FOOD VENUE: (select ONE, no exceptions): Commissary \_\_\_ Pizza Hut \_\_\_ Jimmy Johns \_\_\_

Primary/Alt Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

I am requesting the Fort Lee Civilian Welfare Fund to pay the maximum amount authorized for the purpose of supporting the civilian workforce through authorized programs and activities as noted in AR215-7.

\_\_\_\_\_  
(Print Director/Commander's Name)

\_\_\_\_\_  
(Director/Commander's Signature)

### CWF USE ONLY

Approved Month: \_\_\_\_\_ Approved Amount: \_\_\_\_\_

Pick-Up Date: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt(s) Rcv'd: \_\_\_\_\_