



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 1710.1A
MCCS

25 APR 2000

STATION ORDER 1710.1A

From: Commanding General
To: Distribution List

Subj: UNIT RECREATION FUNDS

Ref: (a) MCO P1700.27 (NOTAL)

Encl: (1) Average On Board Count Form (revised 9/99)
(2) Expenditure Request Form (revised 2/99)

1. Purpose. To provide instructions regarding the two unit recreation funds available for active duty personnel stationed on board Marine Corps Air Station (MCAS) Miramar. The two unit recreation funds consist of the Unit Allocation Fund and the Miscellaneous Unit Fund.

3. Cancellation. StaO 1710.1

4. Information

a. Unit Allocation Fund

(1) Unit allocations are authorized in the amount of \$2.50 per person, per quarter, per average on board count. The quarters will be in compliance with the Marine Corps Community Services (MCCS) Department fiscal year (February-April, May-July, August-October and November-January). Average On Board Count Forms (enclosure (1)) must be submitted to the MCCS Accounting Office, Bldg. 2273, no later than the 16th day of each month. Forms are available at the MCCS Accounting Office. Average on board counts must not include personnel TAD to other commands.

(2) Unit allocations may only be used for recreational events (i.e., parties, picnics, outings, etc.) that are offered to all ranks and all members of a command. As per reference (a), funds are not authorized for purchase of minor property (i.e., barbecue grills, stereos, etc.) or for sports equipment and team uniforms.

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(3) Available funds may be requested by completing enclosure (2) and submitting it to the MCCS Accounting Office. Upon receipt of the Expenditure Request Form, MCCS personnel will ensure funds requested are available and a check will be prepared made payable to the designated payee. A minimum of three working days is required. When the check is ready to be picked up, MCCS will notify the point of contact. The point of contact will verify the check amount, fill in the appropriate spaces on the Expenditure Request Form and sign the form.

(4) The unit point of contact is responsible for retaining original cash register receipts from all purchases for audit purposes. Cash register receipts and non-expended funds must be turned in to the MCCS Accounting Office within 15 days of the event.

(5) The funding allocation of \$2.50 per person, per on board count, per fiscal quarter may not be exceeded. Units may allow funds to accrue and use them in a later fiscal quarter. The MCCS Department maintains a subsidiary ledger for each participating unit indicating the funding allocation per quarter and the dollars used to date. If a request exceeds the available funding, the request will be returned to the unit so noted; a new request may be submitted for the remaining funds in the account without exceeding the authorization.

(6) Unexpended balances shall not be carried over to the succeeding fiscal year and will be returned to the general MCCS Fund.

b. Miscellaneous Unit Fund

(1) The miscellaneous unit fund is utilized when units assist the MCCS Department in a special fundraising event (i.e., booth volunteers at the Air Show and Armed Forces Day Festival, participation in the Combined Tour and Catered Events (TCE), etc.). The funds generated from these events are deposited into the Miscellaneous Unit Fund.

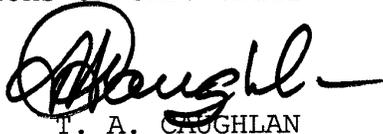
(2) Since the funds deposited in the Miscellaneous Unit Fund are earned monies, there are no restrictions for its use. Receipts do not have to be provided and unexpended funds do not have to be returned.

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(3) Available funds may be requested in the same manner as unit allocations, with the exception of the spaces for "purpose of expenditure", "date of event" and "number of persons".

(4) Any funds not utilized by the end of the fiscal year will be forwarded to the succeeding fiscal year.

5. Concurrence. The Commanding General, Third Marine Aircraft Wing concurs with the provisions of this Order.



T. A. COUGHLAN
Chief of Staff

DISTRIBUTION: A

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AVERAGE ON-BOARD COUNT
MCCS-MIRAMAR 7010/4 (Rev. 9/99)

Name of Command:

Average on-board count for the month

Month:	Officer:	Enlisted E1-E5:	Enlisted E6-E9:	Total:

Persons authorized to sign request for funds

Commanding Officer Signature:	Printed Name:	Phone Number:
Executive Officer Signature:	Printed Name:	Phone Number:
Recreation Officer Signature:	Printed Name:	Phone Number:

*Report due to MCCS personnel no later than the 16th day of each month.
Do not include personnel TAD to other organizations on this report.*

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EXPENDITURE REQUEST FORM
MCCS MIRAMAR 7010/3 (REV. 2/99)



Name of Command:		
Purpose of Expenditure:	Date of Event:	Number of Persons:
Check Payable to the Order of:		Amount:
Point of Contact:		Phone:
Command Approving Officer:	Rate/Rank and Printed Name:	Phone:

NOTE: For auditing purposes, the "Check Payable to the Order of," "Point of Contact," and "Command Approving Officer" signature may not be the same. For unit allocations only: original receipts and any excess cash must be returned to the MCCS Department within 15 days of the schedule event.

CHECK RECEIPT ACKNOWLEDGEMENT

Signature:	Printed Name:	Check Number:	Date:
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FOR MCCS USE ONLY

Amount Approved:	Account Number:	Signature:
Account Balance:	Receipts Returned Date (if applicable):	

ENCLOSURE (2)



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
P O BOX 452001 SAN DIEGO CA 92145-2001

StaO 1710.1A Ch 1
MCCS

08 MAY 2002

STATION ORDER 1710.1A CH 1

From: Commanding General
To: Distribution List

Subj: UNIT RECREATION FUNDS

1. Purpose. To direct a pen change to the basic Order.
2. Action. On the letterhead page, paragraph 4a(1), at the end of the last sentence, add "Forms can be submitted to the MCCS Accounting Office via e-mail. The request should be forwarded by the Approving Official."
3. Filing Instructions. File this Change Transmittal directly behind the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "G. L. Goodman", with a horizontal line extending to the right.

G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A