

DATE

From: (HEAD OF COMMAND)

To: Treasurer, Civilian Employee Recreation Association

Subj: RECONCILIATION OF UNIT FUND REQUEST

Ref: (a) NAVSUPACTWASHINST 4061.3A

(b) REQUEST FOR UNIT FUND (DATE OF MEMORANDUM)

Encl: (1) Supporting Documentation (ACTUAL RECEIPTS, DOCS, ETC.)

1. Per reference (a) the following reconciliation report for reference (b) is submitted.

2. A financial summary of our command event held on (DATE) is provided below.

Enclosure (1) contains supporting documentation for expenses incurred.

<u>SUPPLIER/VENDOR</u>	<u>Item</u>	<u>\$ Amount</u>
a. XXXXXXXXX	XXXXXXXXXXXXXXXXXX	\$\$\$\$\$\$
b. XXXXXXXXX	XXXXXXXXXXXXXXXXXX	\$\$\$\$\$\$
c. XXXXXXXXX	XXXXXXXXXXXXXXXXXX	\$\$\$\$\$\$
etc.		
	TOTAL SPENT	\$\$\$\$\$\$
	UNIT FUNDS ISSUED	\$\$\$\$\$\$
	BALANCE DUE TO CERA	\$\$\$\$

3. If there are questions about this reconciliation or its supporting documentation, please contact (POC NAME) at (POC PHONE NUMBER).