

(Command Letterhead)

Date

From: Command Name and UIC

To: Commander Navy Region Southeast (N94)

Subj: DESIGNATION OF UNIT RECREATION FUND (URF) AUTHORIZED PERSONNEL

1. The following individual(s) are authorized to act on behalf of this command with regards to URF allocations:

a. Approve Navy Region Southeast N9 Purchase Request Form

(1) _____ (Signature)

Name, Rank _____
Position Title _____

(2) _____ (Signature)

Name, Rank _____
Position Title _____

b. Receive purchase orders/checks

(1) _____ (Signature)

Name, Rank _____
Position Title _____

(2) _____ (Signature)

Name, Rank _____
Position Title _____

c. Designated payee for advance cash

(1) _____ (Signature)

Name, Rank _____
Position Title _____

DESIGNATION OF UNIT RECREATION FUND (URF) AUTHORIZED PERSONNEL

c. Designated payee for advance cash (cont.)

(2) _____ (Signature)

Name, Rank _____

Position Title _____

2. POC for this Command is (Name, Rank) @ (XXX) XXX-XXXX, email XXXX.XXXX@navy.mil.

Commanding Officer /OIC signature
Title/Rank