



McChord Thrift Shop

Funds Request

Please fill out form in it's entirety. You may attach additional documents if needed. Incomplete forms will not be considered. To ensure request consideration by the following month, it must be submitted by 1500 on the last Tuesday of the previous month. POC will be contacted with decision and any next steps. Granted funds must be picked up and deposited within 90 days of issuance. Funds will ONLY be issued to the organization named. Call 253-982-2468 with questions. Submit in person to the McChord Thrift Shop, via email to mcchordthriftshop@gmail.com, or mail to: McChord Thrift Shop, P.O. Box 4025, JBLM, WA 98438.

Organization:	POC:		
POC Phone:	POC Email:		
Org Mailing Address:			
Org Tax ID:	Is the Org a Non-Profit?	YES	NO
Requested Amount:	Date Needed By:		
Payable To (if other than organization above):			
Funds to be Used For (give as much detail as possible including event/project name, date & time, purpose):			
Who will directly benefit from this event/project and how?			
Total Cost of Event/Project?			
Funds Already Raised, Received, or Requested for Same Event/Project (source & amount):			
Is your organization interested in volunteer opportunities at the MTS? (both ongoing and single-day projects available):		YES	NO

Proper authorization for each request must be obtained. If the request is from a Military Unit/Group/Spouses Organization, signature is required from the President or Unit Commander. If the request is from a school/PTA, the Principal's signature is required. If the request is from any other private organization, signature is required from the President or organization leader.

Signature, Title, and Date

Do Not Write Below This Line - MTS Use Only!

Approve/Denial Date	Check or Voucher #	Amount Paid	Paid Out By	Date Deposited

The McChord Thrift Shop is a private organization. It is not part of the Department of Defense or any of its components and it has no government status.