



## DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 7041.1H  
SUPPO  
7 Feb 12

### COMMANDANT OF MIDSHIPMEN INSTRUCTION 7041.1H

Subj: ORGANIZATION AND FINANCIAL PROCEDURES FOR MIDSHIPMEN WELFARE FUND  
SUPPORTED ACTIVITIES

Ref: (a) CNO Action Memo Ser N00/100144 of 10 Dec 10  
(b) USNAINST 7010.3  
(c) DOD 5500.7-R  
(d) COMDTMIDNINST 1500.1L  
(e) COMDTMIDNINST 5400.6P  
(f) USNAINST 5200.5B  
(g) COMDTMIDNINST 1710.14F  
(h) DODFMR 7000.14R Vol. 10, Chapter 11  
(i) USNAINST 7010.2C

Encl: (1) Organization and Duties of the Midshipmen Welfare Fund  
(2) Fundraising Request Form  
(3) Purchase Request Form  
(4) Statement of Work-Bid Comparison Form  
(5) Claim for MWF Reimbursement Form  
(6) MWF Procurement Authorization Form  
(7) Financial Approval Authority for all MWF Activities  
(8) Organization Accounting Sheet  
(9) MWF Budget Request Form  
(10) Midshipmen Hosting Reimbursement Form  
(11) USNA Request for Unbudgeted MWF Funds

1. Purpose. To promulgate procedures for the proper handling and use of Midshipmen welfare funds.

2. Cancellation. COMDTMIDNINST 7041.1G

3. Background. Reference (a) provided authority to establish the Midshipmen Welfare Fund (MWF) as one of five non-appropriated fund (NAF) instrumentalities (NAFI) at the United States Naval Academy (USNA). Reference (b) is USNA policy governing the operation and administration of USNA NAFIs. Per reference (b), MWF financial procedures are promulgated as follows. Eligible Extra Curricular Activities (ECA) will submit a budget request for financial assistance from the MWF. MWF organization and duties are found in enclosure (1). The annual budget covering the 1 October to 30 September fiscal year will be approved per reference (b). The annual budget will set forth the funds allocated to individual ECA accounts for the ensuing fiscal year.

4. Information

a. Budget Accounts. These accounts are funded by an annual budget which comes from Naval Academy Business Services Division profits, gift funds, and private donations. Budget requests are submitted each April to the MWF Manager. The budget approval process is described in paragraph 5a of this instruction. Once budgets are approved, funds will be placed in Budget Accounts for the respective ECA and procurements using these funds will be made as discussed in paragraphs 4d(3) through 4d(5).

b. Reserve Accounts. Reserve accounts are non-Budget Accounts that remain with the organization from year to year from funds derived through fundraising, voluntary contributions or ticket sales. These accounts are maintained separately from the activity's Budget Account by the MWF. Financial obligations not covered or budgeted in the budget request may be paid with funds held in the Reserve Account if approved by the Officer Representative, or other appropriate authority. Because funds from Reserve Accounts can be called upon for use at any time, these funds will typically not be invested in a manner that would prevent ready access to such funds.

(1) Sources of reserve account funds include self-supporting ECA profits, such as those earned by the Glee Club Musical, Masqueraders, and Lucky Bag; personal donations from members within an ECA, such as club dues; or donations from outside sources for a particular cause, such as Wardroom accounts (either dues collected for the wardroom or funds donated by class sponsors) and class organizations. Procurement using these funds will be made as discussed in paragraphs 4d(3) through 4d(5).

(2) Fundraising is authorized only with prior Commandant written approval utilizing enclosure (2). ECA leaders should familiarize themselves with reference (c), sections 3-210 and 3-211, before submitting a request for fundraising. Guidance relative to specific fundraising proposals can also be provided by the USNA Ethics Counselor.

c. Company Wardroom Accounts

(1) Although not recognized as an ECA herein, company wardrooms are directed to comply with all applicable instructions regarding ECAs, including reference (d). The MWF Manager will maintain financial management of Reserve Accounts for each wardroom. Company wardrooms must maintain their accounts through the MWF using Company Wardroom Binders. Company Officers are charged with the responsibility of administering the company wardroom organization.

(2) Each wardroom will have two separate accounts, a general fund which is derived from collection of wardroom dues and fundraising efforts and a sponsor fund which is derived from donations from class sponsors. The general fund is to be used for daily operation of the wardroom (i.e., food messes, movie rentals, tail gate parties, etc.). The sponsor fund will be used only for upkeep and maintenance of the wardroom and mate's area within the company.

d. Procedures for Use of MWF Funds. Use of MWF funds for purchases requires submission of a Purchase Request Form (enclosure (3)) and for purchases greater than \$5,000, a Statement of Work-Bid Comparison Form (enclosure (4)). Use of MWF funds for reimbursement requires submission of a claim for MWF reimbursement (enclosure (5)). Only two Midshipmen from a particular activity will be authorized to sign Purchase Request Forms and Statement of Work-Bid Comparison Forms. Those individuals will be clearly identified by completing and submitting to the MWF, a Midshipmen Welfare Fund Procurement Authorization Form (enclosure (6)). Additional details regarding authorized uses of funds, purchase procedures and requests for reimbursement are provided below.

(1) Reallocation of funds. Activities may use their allotted MWF Budget funds to purchase only those items approved in their returned budget requests. Requests for reallocation of funds must be submitted in writing and approved by the Midshipmen Supply Officer.

(2) Authorization Procedures. The authorization thresholds for accessing MWF funds are delineated in enclosure (7). This table applies to both Budget and Reserve Account expenditures and must be followed by all MWF activities. Procurements will not be split to avoid the limitations set forth in enclosure (7). Expenditures made for the purpose of tailgate events are considered one event and any in excess of \$250 must be approved by the Company Officer. Any event that involves alcohol must be approved by the Commandant via the Company Officer/ Officer Representative and ADEO per reference (e).

(3) Procurements Requiring Competition. All procurement actions over \$5,000 require that a minimum of three bids be obtained. The Statement of Work-Bid Comparison Form (enclosure (4)), will be used to document all bids, written or verbal. Verbal bids must include the name of the point of contact and telephone number. The completed form must be forwarded to the MWF Manager who will determine the method of procurement. In many instances procurements under \$5,000 will be made using a NAF commercial purchase card by appointed MWF staff. If the procurement is over \$5,000 the request will, in turn, be submitted to the NAF Contracting Officer.

(a) Activity Officer Representatives (Company Officers for wardroom fund purchases) must retain a copy of each completed statement of work-bid comparison form for three years for review by the Command Evaluation Office during audits, as required by reference (f).

(b) In very few instances will Midshipmen place orders for goods and services. The procedures for requesting reimbursement for items typically procured personally by Midshipmen, e.g., food for tailgate parties or wardroom messes, or other company-related activities are described in paragraph 5d(2). In no case will a Midshipman make purchases using his/her own funds without the necessary approvals described herein.

(c) All purchases over \$5,000 must be forwarded to the NAF Contracting Officer via the MWF Manager for action. The NAF contracting officer will determine the appropriate manner by which to procure the requested goods and services, e.g., purchase order, bilateral contract, etc.

(4) Special Procurement Actions (Sole Source and High Dollar Value). All sole source procurement actions above \$5,000 must be documented on statement of work-bid comparison forms with justification for why the purchase has only one suitable source. Any companies contacted in an attempt to seek competition must be listed.

**Note:** All sole source procurements greater than \$25,000 must be approved by the Commandant of Midshipmen or the Midshipmen Supply Officer. Additionally, any requests for procurements in excess of \$250,000 require USNA Superintendent approval (see enclosure (3)).

(5) Procedure for Multi-Year Contracts (e.g., Lucky Bag publishing and photography contracts). All requests for multi-year contracts will be sent to the NAF Contracting Officer via the MWF Manager in accordance with the following procedures:

(a) The Officer Representative will appoint a committee of at least three Midshipmen to meet and prepare a statement of work and specifications. The statement of work should be very detailed with all customer requirements clearly outlined.

(b) At least three companies and their corresponding contact information shall be identified for the NAF contracting officer.

(c) A Purchase Request form (enclosure (3)) and Statement of Work-Bid Form (enclosure (4)) shall be filled out completely with all necessary attachments and provided to the MWF Manager for submission to the NAF contracting officer.

e. Petty Cash Fund. No ECA is authorized to have a petty cash fund.

f. End of Year. Funds remaining in Budget Accounts after 30 September will be returned to the MWF. Balances held in Reserve Accounts will be carried forward to the next academic year.

g. Internal Reviews. All ECAs/Company Wardrooms will maintain separate accounting sheets (enclosure (8)), for their Budget and Reserve accounts. During the academic year Company Wardrooms will report to the MWF Office during the third full week of each month with their accounting sheets/binders to verify balances and confirm all paperwork is in order. All ECAs will report to the MWF Office for an account review during the third full week of September, January, and April with their accounting sheets/binders to verify balances and confirm all paperwork is in order. Any account not in agreement with MWF records during this "book check" will be reviewed for accuracy, brought into agreement, and any additional training will be conducted as required. ECAs/Company Wardrooms that fail to maintain proper records will cease operations pending an inquiry by the MWF Manager and the Midshipmen Supply Officer. Failure to have accounting sheets/binders verified as prescribed above will result in accounts for a particular activity being frozen and possible disestablishment of the activity.

h. Requests for Funds for Unforeseen Expenses

(1) If an unforeseen Brigade need arises during the course of budget year execution for which it would be appropriate to use MWF funds, a USNA Request for Unbudgeted Midshipmen Welfare Funds (enclosure (9)), must be completed before any expenditures of the MWF will be approved.

(2) The Midshipmen Supply Officer is the final approving authority for such expenditures only in the event that sufficient funding already resides within the approved MWF budget to accommodate financial support. Requests for budget support that would require the MWF to make a supplemental budget request to the USNA Comptroller must be processed in accordance with reference (b).

i. Brigade Benefits Program

(1) The Brigade Benefits Program is established to provide a means whereby every Midshipman has the potential to benefit from the MWF without being a member of a specific ECA. The primary purpose of the program is to provide discounted tickets to area attractions and movie theaters. The funds may also be used in support of projects and promotions proposed by the Brigade, as long as each member of the Brigade has the potential of taking advantage of the program.

(2) Tickets will be sold to Midshipmen only, and at specified times. Midshipmen will be notified in advance, whenever possible, of any changes to the schedule.

(3) Since tickets are sold below cost (25% of the consignment price), the MWF Manager reserves the right to limit the number of tickets sold to any individual. Movie tickets will be limited to the purchase of two per week per Midshipman.

(4) All ticket sales are final.

(5) The Brigade Benefits Program may also be used to permit Battalion Officers, Company Officers and Senior Enlisted Leaders to partially defray food and consumables (paper plates, cups, etc.) costs associated with hosting midshipmen at their residences for recreational and professional interaction in settings similar to those where the attendance of junior officers would be expected "in the fleet." Battalion Officers, Company Officers, and Senior Enlisted Leaders will use enclosure (10) to request reimbursement.

## 5. Procedures

### a. Budget Requests

(1) Any ECA seeking financial support from the MWF will submit a budget request. Any other activity desiring specific financial assistance from the MWF should also submit a budget for consideration.

(2) Budget requests (three copies per request) will be submitted to the MWF Manager by 30 April.

(3) Requests will be submitted in the format provided in enclosure (11), in the order of priority. Requests should identify Annual Expenses, Recurring Expenses, and include an inventory of all items previously procured using MWF funds (uniforms, equipment, etc.).

### (4) Specific Instructions

(a) Budget requests will specify the purpose for which funds are to be allocated. Justification must be clear and must be written as if being submitted to a committee that is unfamiliar with the activity, its purpose, how the items are used, how often they are used, or their degree of importance. In particular, the justification should identify any specific requirements that have a bearing on whether the activity can operate safely, e.g., harnesses for the rock climbing ECA, etc.

(b) For ECAs having the opportunity to compete in a national competition a separate line item for "nationals" should be noted, but not added into the final funding total of the request. Requests for national competitions will be accounted for in a separate line item of the overall MWF Budget and a specific form will be utilized to access these funds. Requests will be handled on a case-by-case and availability of funds basis. Forms may be obtained in the MWF Office.

(c) Commandant of Midshipmen approval, via the Officer Representative and the ADEO, is required for parties, banquets, and purchase/consumption of alcoholic beverages.

(d) Transportation requests should include travel, bus rental, van rental, gasoline reimbursement plus reasonable lodging costs based upon 3-4 person per room occupancy but not per diem (per diem rates will be determined by the MWF manager). Any additional funding requested will be considered on a case-by-case basis.

(e) Uniform items of any type are not normally paid for if they are to become the personal property of the Midshipmen or if non-transferable to other Midshipmen.

(f) All budget requests require the endorsement of the Officer Representative, or for musical activities, the Music Department Director.

(g) Once the MWF budget is approved in accordance with reference (b), funds will be placed in Budgeted Accounts for the approved activities. Any changes to previously submitted budget requests will be considered for approval on a case-by-case basis.

(h) Copies of the approved budget and original requests will be returned to each MWF supported activity.

(i) Groups that provide a service to the Brigade of Midshipmen, or promote the public image of the Naval Academy, can expect a higher degree of financial support.

b. Receipt and Deposit Procedures. All deposits and receipts must be entered on the Organization Accounting Sheet (enclosure (8)).

(1) Collecting Cash. If an activity receives cash or checks, whether from its members or from any other source, enter the date the funds were received, payee name, and amount received on the Organization Accounting Sheets (enclosure (8)). In the instance of a wardroom account, each wardroom must have a list of the Midshipmen in the company along with the dollar amount collected. In the instance of an ECA that collects dues, each ECA must have a list of all members along with the dollar amount collected from each member.

(2) Depositing Cash. When the activity deposits funds, MWF personnel will complete a numbered receipt and verify that funds were deposited within 48 hours of receipt by the activity. If the treasurer/wardroom representative cannot get to the MWF office within 48 hours to deposit funds, the Officer Representative/Company Officer can designate another Midshipman to courier the funds. For deposits exceeding the 48-hour limit, the respective Company Officer and Battalion Officer will be notified and the account may be suspended by the Midshipmen Supply Officer until corrective actions have been taken. After deposit, the activity treasurer must retain the MWF's receipt and the activity's list of Midshipmen together for one academic year for audit purposes in accordance with reference (g).

c. Ledger Maintenance Procedures. All uses of MWF funds must be documented on the Organizational Accounting Sheets (enclosure (8)).

(1) Purchases or reimbursements. A complete entry requires: the date of the purchase/reimbursement, company name or Midshipman payee in the "description column," a purchase order number in the "reference column," and the amount of the sale/reimbursement in the "Debit" column.

(2) On-hand balances. A current on-hand balance must be maintained in the Organizational Accounting Sheets. During the third week of each month wardroom accounts will be verified by the MWF Assistant, MWF Accountant, or MWF Manager. ECA accounts will be verified the third week of September, January, and April by the MWF Assistant, MWF Accountant or MWF Manager. Any ECA or Company Wardroom account that is delinquent in having its balance verified during this "book check" will have its account frozen by the MWF Manager. An e-mail will be sent to the Midshipmen Treasurer and the Company Officer/Officer Representative notifying them of the delinquency and the status of their account. If the organization is delinquent for three months, a recommendation to terminate the activity will be forwarded to the Commandant of Midshipmen via the Midshipmen Supply Officer.

(3) Activities are not permitted to allow budget or reserve account balances to run into a deficit. Proper management of funds is paramount.

d. Purchase Request and Pre-Approved Reimbursement Procedures

(1) All procurements require a Purchase Request Form (enclosure (3)) and for purchases over \$5,000, a Statement of Work-Bid Comparison Form (enclosure (4)) be completed and taken to the MWF office for processing. Activities are responsible for notifying MWF personnel when merchandise has been received and if there are any discrepancies with the order. (NOTE: The MWF is a tax exempt organization and the tax exempt number is printed on the purchase request form.) The ECA or Company Wardroom must retain copies of purchase orders with their financial records for one calendar year.

(2) A Purchase Request Form (enclosure (3)) must be completed prior to reimbursing individual Midshipmen, and officer/enlisted/staff representatives engaged in ECA support, and expenditures must be pre-approved. Reimbursement of such expenditures will be handled in accordance with reference (h). Those MWF expenditures of less than \$250 that can be pre-approved by authorized Midshipmen using enclosure (3) are typically eligible to be reimbursed using enclosure (5). If in doubt as to whether an expense can be claimed for reimbursement, the MWF Manager should be contacted prior to committing any personal funds.

(3) Reimbursement for expenses exceeding \$250 are typically limited to supplies for a tailgate or wardroom store; rental car, gas and parking receipts when on an official MO; and when traveling on an away Football MO where a reimbursement amount for transportation has been approved in the Annual MWF Budget. Additionally, supplies required for Midshipmen musical/theatrical activities (concerts, plays, musicals, etc.) may also be reimbursed if such expenditures are pre-approved. (In this context, supplies refer to costumes, props, and/or other "artistic" requirements that are frequently purchased from consignment stores, on line auction sites, and other retail outlets offering highly specialized items that meet the very specific needs of a particular artistic production.) Finally, other wardroom related activities or activities associated with routine company area requirements, such as "Plebe Bulletin Boards," etc., may be approved by the assigned Company Officer or MWF Manager, up to \$1,000, but only prior to funds being expended.

(4) Any other reimbursements not expressly approved for reimbursement in advance by the Midshipmen Supply Officer are prohibited. A claim for MWF reimbursement (enclosure (5)), and all receipts must be submitted with the Purchase Request Form (enclosure (3)), to receive a reimbursement. If the purchase exceeds the \$250 limit for the designated Midshipman signatory, or is a reimbursement for the Midshipmen with signing authority himself/herself, the signature of the Company Officer/Officer Representative must be obtained. Signing authority is outlined in enclosure (4). If the purchase is for alcohol, a copy of the approved ADEO chit must be attached.

e. Cash Deposits. All activities that are supported by, or whose funds are managed by, the MWF shall make all cash deposits with the MWF Assistant, MWF Accountant or MWF Manager.

(1) All checks that are presented for deposit should be made payable to the Midshipmen Welfare Fund and list the appropriate ECA/Wardroom account name in the memo column.

(2) Returned Check Policy. Persons who have checks returned to the MWF for any reason will lose their check writing privileges with the MWF. Any

charges imposed by the MWFs financial institution will be passed on to the writer of the check.

f. Review of Financial Records. Reviews will be conducted by the Command Evaluation Office, USNA on a yearly basis in accordance with reference (f). The purpose of this review is to make sure that sound accounting principles are practiced.

(1) Those organizations requiring annual reviews will be determined by the USNA Command Evaluation Officer. In most years the following organizations, at minimum, will be reviewed:

Class Organizations (1/C, 2/C, 3/C, 4/C)  
Religious Organizations  
Glee Club Musical  
Lucky Bag  
Masqueraders  
Company Wardrooms

(2) All ECAs and Company Wardrooms will prepare yearly statements and perform inventories as prescribed in references (d) and (g).

(3) The Command Evaluation Office will:

(a) Conduct reviews including, but not limited to: verification of Organizational Accounting Sheet, invoices, billings, special funds, expenditures, authorizations, end-of-the-year reports and any other pertinent records.

(b) Make recommendations for improvement of any deficiencies.

(c) Forward the review to the Superintendent with copies to the Deputy for Finance, Commandant of Midshipmen, Operations Officer, Midshipmen Supply Officer, Midshipmen Activities Officer, MWF Manager, and the Officer Representatives/Company Officer of the activities reviewed.

(4) The MWF Manager will maintain a master file of all reviews conducted.

(5) Turnover. When the Officer Representative/Company Officer or Business Manager/Treasurer is relieved of assigned duties, a review of the account will be conducted by the MWF Manager prior to turnover. If required, a written report of the review stating all findings will be made to the Deputy Commandant via: (1) the Midshipmen Activities Officer, and (2) the Operations Officer.

(6) Sales Transactions. All sales transactions involving cash sales of materials such as shirts, ball caps, shorts, yearbooks, calendars, etc., will have strict accountability maintained from initial receipt of material to conclusion of sales. At a minimum this should include: an initial inventory of all material; custody receipts for all transfers and sales of material; maintenance of a complete ledger of transactions; and a final inventory of all material.

6. Solicitation. In consonance with the spirit and intent of reference (c), which prescribes the Department of Defense Standards of Conduct, Midshipmen will not solicit or accept any gift, gratuity, favor, entertainment, loan, or anything of monetary value for their personal use or for the use of their

COMDTMIDNINST 7041.1H  
7 Feb 12

organization. Expenses incurred by an activity must be paid for by monies held in the MWF. Activities and expenditures are limited to those indicated by the annual budget as approved by the Commandant of Midshipmen.

7. Review Responsibility. The Midshipmen Supply Officer is responsible for the annual review of this instruction.



R. E. CLARK II

Distribution:  
Non-Mids (Electronically)

ORGANIZATION AND DUTIES OF THE MIDSHIPMEN WELFARE FUND

1. Personnel

a. The Commandant of Midshipmen has final authority over execution of the Midshipmen Welfare Fund (MWF) once the Academic Year budget has been approved by the Superintendent; however, unforeseen requirements that cannot be accommodated within the MWF budget ceiling must be handled in accordance with reference (b).

b. The MWF chain of command is depicted in the following list.

Commandant of Midshipmen  
Deputy Commandant of Midshipmen  
Midshipmen Supply Officer  
Operations Officer  
MWF Manager

2. Duties of MWF Personnel

a. MWF Assistant:

(1) Make purchases using the NAF commercial purchase card for all MWF activities.

(2) Keep a purchase card log of all transactions.

(3) Reconcile purchases card statements monthly and forward to the MWF Manager for certification and payment.

(4) Notify Midshipmen when reimbursement checks are ready.

(5) Receive deposits for the Welfare Fund.

(6) Assist Midshipmen in properly completing purchase request forms, statement of work-bid comparison sheets, and organization accounting sheets.

(7) Ensure that all expenditures using budget account money are made only for items listed in the approved annual budget.

(8) Conduct a "book check" of MWF activities as prescribed in this instruction. This check is mandatory for ALL MWF activities. If an activity fails to report for the book check, its accounts will be frozen until the situation is rectified.

b. MWF Accountant:

(1) Serves as an approving official for the NAF commercial purchase card program. Checks all monthly statements to ensure that purchases are accurate and properly documented prior to certifying payment.

(2) Prepare and produce monthly income statements.

(3) Receive deposits for the Welfare Fund.

(4) Maintain MWF Organization Accounting Sheets.

(5) Bring to the attention of the MWF Manager any account that is over-expended.

(6) Close out all budgeted accounts at the fiscal year's end (30 September).

(7) Balance accounts payable and accounts receivable on a monthly basis.

(8) Ensure that all expenditures using budget account money are made only for items listed in the approved annual budget.

(9) Conduct a "book check" of all MWF activities' as prescribed in this instruction. This check is mandatory for ALL MWF activities. If an activity fails to report for the book check, its accounts will be frozen until the situation is rectified.

c. MWF Manager:

(1) Hold general Welfare Fund information lectures for Officer Representatives and key ECA personnel at the beginning of each academic year and whenever required.

(2) Serves as a Paying Official for the NAF commercial purchase card program. Checks all monthly statements to make sure purchases are appropriate, charges are accurate and all documentation exists prior to certifying payment. Submit reports to the APC as required.

(3) Supervise all recurring MWF contracts.

(4) Receive deposits for the Welfare Fund.

(5) Ensure that all expenditures using budget account money are made only for items listed in the approved annual budget.

(6) Ensure that no Welfare Fund account is over-expended.

(7) Prepare the Annual MWF Budget.

(8) Administer the MWF Budget.

(9) Sign purchase requests written on MWF accounts.

(10) Sign purchase requests in the absence of an Officer Representative or Company Officer.

(11) Oversee the use of the MWF Nationals Account. Specifically, provide input to the Midshipmen Supply Officer on how the funds should be spent.

(12) Oversee and administer the Brigade Benefits Program. Specifically, determine types and quantities of tickets to be purchased or consigned, and recommend programs to the Operations Officer and Midshipmen Supply Officer that should be supported through this account. Provide MWF Ticket Coordinator with ticket prices (less 25% discount on price paid by MWF).

(13) Ensure the MWF follows the NAF management and control policies set forth in reference (b) and the NAF procurement policy set forth in reference (i).

d. Midshipmen Activities Officer:

(1) Ensure the Welfare Fund is spent only to the best interests of the Brigade of Midshipmen.

(2) Hold general Welfare Fund information lectures for Officer Representatives and key ECA personnel at the beginning of each academic year and whenever required.

(3) Plan oversight of all ECA activities.

e. Operations Officer:

(1) Plan and execute oversight of the Midshipmen Welfare Fund Office.

(2) Supervise the Brigade Benefits Program, specifically, to determine programs that should be supported through this account.

f. Midshipmen Supply Officer:

(1) Serve as the Head of the MWF NAFL.

(2) Oversee the MWF budget process.

(3) Sign checks on behalf of the MWF, ensuring the Welfare Fund is spent only to the best interests of the Brigade of Midshipmen.

(4) Supervise the Brigade Benefits Program, specifically to determine programs that should be supported through this account.

(5) Be cognizant of the amount of Superintendent funds available for MWF use prior to budget meetings.

(6) Provide employee and financial oversight of the Midshipmen Welfare Fund Office.

3. Budget Approval Responsibility

a. The Midshipmen Supply Officer, MWF Manager, and MWF Accountant will meet to review budgets submitted by organization, ensuring established procedures are followed and the validity of requests.

b. Budgets will be submitted for review and approval as prescribed in reference (b).

c. Approved funding will be distributed by the USNA Comptroller office on a basis determined by the USNA Comptroller.

Date: \_\_\_\_\_

From: \_\_\_\_\_  
To: Commandant of Midshipmen  
Via: (1) Operations Officer  
(2) Deputy Commandant

Subj: PROPOSED FUNDRAISER APPROVAL REQUEST

1. Respectfully request approval to host a fundraiser in support of (detail who benefits Midshipmen activity or local charity):

\_\_\_\_\_  
2. The following is a brief description of how the proposed fundraiser will be staffed and executed (detail how funds will be handled and who will be solicited):

\_\_\_\_\_  
\_\_\_\_\_

3. The proposed date and location for this event is:

\_\_\_\_\_

4. Point of contact for amplifying details (e-mail address/phone number/company):

\_\_\_\_\_

-----  
Commandant decision

\_\_\_\_\_ Approved

\_\_\_\_\_ Commandant

\_\_\_\_\_ Date

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Other

Midshipmen Welfare Fund  
U.S. Naval Academy  
101 Buchanan Rd #3006  
Annapolis, MD 21402  
**Tax Exempt #30005004**  
Tel: (410)293-3875 Fax: (410) 293-2552

**PURCHASE REQUEST FORM**

Use this form with ALL MWF procurements  
Procurements over \$5,000 require competitive bids

Travel Card     Purchase Card     Reimbursement

ACCOUNT: \_\_\_\_\_  BUDGET /  RESERVE    DATE: \_\_\_\_\_

Payable to: \_\_\_\_\_ Alpha: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

What is being purchased: \_\_\_\_\_

Business Purpose:  Welfare/Recreation     MWF Ops/Admin     ECA Performing Arts     Other \_\_\_\_\_

Amount: \_\_\_\_\_ \*Is this purchase over \$2,500 for a single item?    Yes \_\_\_ No \_\_\_  
\* If yes- this item is a fixed asset.

Dates of Movement Order: \_\_\_\_\_ MO Number: \_\_\_\_\_

Where are you going? \_\_\_\_\_

Next Car Van Rental:                    # \_\_\_\_\_ 15 Passenger Vans    # \_\_\_\_\_ 7 Passenger Vans    # \_\_\_\_\_ Cargo Vans

Pick Up Date & Time: \_\_\_\_\_ Return Date & Time: \_\_\_\_\_

\*\*\*\*\***PURCHASE REQUEST APPROVAL**\*\*\*\*\*

MIDSHIPMEN (UP TO \$250) \_\_\_\_\_

OFFICER REP/COMPANY OFFICER (\$1,000): \_\_\_\_\_

ASST OPS OFFICER/MUSIC DEPT DIRECTOR (\$1,000 plus): \_\_\_\_\_

COMMANDANT OF MIDSHIPMEN FINANCIAL AUTHORIZATION (\$25,000 plus): \_\_\_\_\_

USNA SUPERINTENDENT (Contractual Procurements > \$250,000): \_\_\_\_\_

\*\*\*\*\***CERTIFICATION OF AVAILABILITY OF FUNDS**\*\*\*\*\*

CERTIFYING OFFICIAL: \_\_\_\_\_

PURCHASE REQUEST NUMBER: \_\_\_\_\_ PURCHASE ORDER NUMBER: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

JOURNAL	ACCOUNT	AMOUNT	JOURNAL	ACCOUNT	AMOUNT

**SIGN FOR RECEIPT OF CHECK:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

STATEMENT OF WORK/SPECIFICATION/BID COMPARISON

ACCOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_

This form will be utilized when making procurements of \$5,000 and above. A **minimum of three (3)** competitive bids are required. If request is under \$5,000 three bids are not required. Bids may be obtained either verbally or in writing. If this is a sole source please specify. **All sole sources must have justification.** The completed form **MUST** be forwarded to the MWF Manager in Bancroft Hall (Stop 3A) before a purchase order request will be submitted to the NAF Procurement Office. **ALL ITEMS ON THIS FORM MUST BE APPROVED BEFORE THE PO CAN BE ASSIGNED OR THE CONTRACT CAN BE AWARDED.**

Procurement of the following item is requested (Description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Required: \_\_\_\_\_

<u>FIRM</u>	<u>UNIT PRICE</u>	<u>QUANTITY</u>	<u>TOTAL PRICE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

FIRM RECOMMENDED: \_\_\_\_\_

STATEMENT OF WORK/SPECIFICATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOLE SOURCE JUSTIFICATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MIDSHIPMAN OR REQUESTING INDIVIDUAL: \_\_\_\_\_

Signature

ALPHA \_\_\_\_\_

EXTENSION \_\_\_\_\_

**CLAIM FOR MIDSHIPMEN WELFARE FUND (MWF) REIMBURSEMENT OF NON-APPROPRIATED FUNDS (NAF) EXPENDITURES**

Name of Claimant (Last, First Middle Initial):	Company and Alpha Code:
--	-------------------------

**Expenditures Claimed** (explain in detail/itemized receipts must be provided):

Codes: A – Local Travel (use table 1); B – Telephone or Wireless (use table 2); C – Other Expenses (use table 2)

TABLE 1

Code: A – Local Travel

Code	From	To	Date	Mileage Rate:	No. of Miles	Mileage	Fares /tolls	Addt'l persons	Tips/Misc.
A									
A									
A									
A									

TABLE 2

Codes: B – Telephone or Wireless, or C – Other Expenses

Code	Description (attach explanation if needed)	Cost Each	Total Cost	Purchase Date

**Total Amount Claimed:** \_\_\_\_\_

I certify this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. This pre-approved expense was incurred in connection with my responsibilities, duties or official business of an activity funded by the MWF.

\_\_\_\_\_  
*Claimant Sign Here*

\_\_\_\_\_  
*Date*

**Payment made by check no.** \_\_\_\_\_

Approving Official signature: See attached MWF Purchase Request Form  
 Certifying Official signature: See attached MWF Purchase Request Form

**MIDSHIPMEN WELFARE FUND  
PROCUREMENT AUTHORIZATION FORM**

From: Officer Representative of \_\_\_\_\_  
(Activity Name)

To: Midshipmen Welfare Accounting Technician

Ref: (a) COMDTMIDNINST 7041.1H

1. The following Midshipmen are authorized to sign purchase request forms not to exceed \$250 for the procurement of items either approved in the BSA/ECA/Club budget or necessary to be purchased from a reserve/wardroom account. Orders may not be split to avoid officer's signature.

2. I understand that any purchase to be made in excess of \$5,000 must be competitively bid and **APPROVED** by a NAF contracting officer. Orders may not be split to avoid competition.

3. I understand that **ALL REIMBURSEMENT REQUESTS** require receipts. Receipts will be to the claim for MWF reimbursement (enclosure (5) of reference (a)) and the purchase request form (enclosure (3) of reference (a)) for reimbursement requests. I also understand that reimbursement requests are limited to those items found in paragraph 5d, section 2 of reference (a).

4. I understand that all items to be imprinted, including t-shirts, **MUST** be approved by the Operations Officer prior to purchase request being processed.

5. All orders (commitments for procurement), other than reimbursements for items such as food for tailgate parties or wardroom messes, etc. must be placed **FROM THE MWF OFFICE BY MWF PERSONNEL**.

6. I understand that **ALL** alcohol purchase requests must have the signature of the Officer Representative (BSA/ECA/Club) or the Company Officer (Wardrooms) and have a signed copy of the approved ADEO chit attached.

7. I understand that our organization is **NOT** allowed to solicit funds, including websites and letters. Fundraising activities **MUST** be approved by Commandant via the Operations Officer.

8. By my signature, I have read and agree to adhere to the above.

\_\_\_\_\_  
(1) Officer Representative Signature      Printed Name      Extension      Effective Date

\_\_\_\_\_  
(2) Asst O'Rep/Sr Enlisted Signature      Printed Name      Extension      Effective Date

\_\_\_\_\_  
(3) Midshipman Treasurer Signature      Printed Name      Alpha Code      Effective Date

\_\_\_\_\_  
(4) Alternate Midshipman Signature      Printed Name      Alpha Code      Effective Date

**FINANCIAL APPROVAL AUTHORITY FOR ALL  
MIDSHIPMEN WELFARE FUND ACTIVITIES**

Purchases from:	Purchases to and including:	Must be approved by:
\$0.00	\$250.00	Midshipmen with signing authority on the procurement form on file in the MWF Office.
\$250.01	\$1,000.00	Officer Representative for ECAs or Company Officer for Wardroom purchases.
\$1,000.01	\$25,000.00	Above + Ass't Ops Officer or Music Department Director for "Musical Activities."
\$25,000.01	And Above	Above + Commandant of Midshipmen

Procurement Authorization Form (enclosure (6) of COMDTMIDNINST 7041.1H) which provides written authorization for Midshipmen to approve purchase requests up to \$250 must be forwarded to the MWF Assistant before the account will be activated. Other Midshipmen will **NOT** be permitted to approve purchase requests.

\*Note: Procurements in excess of \$250,000 also require USNA Superintendent approval.



<b>MIDSHIPMEN WELFARE FUND BUDGET REQUEST FORM</b>						
Date of Request:				# of MIDN on current Roster as of this date:		
Group Name:						
MIDN President:			MIDN Treasurer:			
Officer Representative:						
<b>Annual Expense Total:</b>			Entry Fee (if applicable):			
<b>NOTE:</b> Provide details for all one-time expenses to include league dues, gifts for guest speakers, coaching fees, uniforms, equipment, and other one-time costs that should be included in your budget.						
Item	QTY	Unit Cost	Total Cost	Description		
<b>Justification:</b>						
<b>NOTE:</b> Ensure that you include a current copy of your MWF procured inventories for uniforms and equipment to include item name, quantity on hand, unit and extended cost at time of purchase and a description of the item and its condition. In particular, the justification should identify any specific requirements that have a bearing on whether the activity can operate safely.						
<b>Recurring Expenses in support of a movement order:</b>						
Date of Departure (YYMMDD)	Destination	Purpose of Travel		Date of Return (YYMMDD)	# of MIDN Traveling	# of Non-MIDN Traveling
Transit Method	Gas/Toll	Rental Van Fees	Contract Bus Fees	Airfare	Misc.	
<b>NOTE:</b> Provide detail on cost to attend events to include POV gas/toll reimbursement, rental van fees, contract bus fees and/or airfare as necessary. All transportation costs should be detailed for every step of movement orders.						
Lodging Name & Address					Cost Per Room	# of Occupants per room (Limit 4)
<b>Meal Expenses:</b> For ECAs and OPREPS/Faculty Coaches use \$25.00 per day (\$5.00 Breakfast, \$7.00 Lunch, \$13.00 Dinner)						
Date	Breakfast	Lunch	Dinner	Misc Information		
Contact Ellen Sherman (293-3875) for amplifying information if necessary.						





**USNA REQUEST FOR UNBUDGETED MIDSHIPMEN WELFARE FUNDS**  
*(Please complete all applicable sections)*

DATE OF REQUEST: \_\_\_\_\_

REQUEST ON BEHALF OF: (ORGANIZATION) \_\_\_\_\_

FROM: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(NAME/RANK) (ALPHA) (COMPANY) (EXTENSION)

TO: **MIDSHIPMEN SUPPLY OFFICER**

VIA: OFFICER REPRESENTATIVE (ECA) COMPANY OFFICER (WARDROOM) MWF MANAGER OPERATIONS OFFICER MIDSHIPMEN SUPPLY OFFICER	SIGNATURES	
	APPROVE	DISAPPROVE

\*\*\*\*\*  
AMOUNT OF FUNDS REQUESTED: \_\_\_\_\_

AMOUNT OF FUNDS IN MWF ACCOUNTS (IF APPLICABLE) \_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_ **(MUST BE A MINIMUM OF 15 DAYS FROM THE DATE OF THIS REQUEST)**

\*\*\*\*\*

REASON FOR THIS REQUEST: (If applicable, explain why this expense was not included in your original budget request) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF PERSON SUBMITTING THIS REQUEST: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: THIS FORM MUST BE RETURNED TO THE MWF MANAGER AFTER ACTION BY THE MIDSHIPMEN SUPPLY OFFICER**