

UNIT LETTER HEAD

7000  
SER  
[Type Date]

From: Commanding Officer  
To: [TYPE COMPLETE NAME OF DESIGNEE HERE]  
Subj: APPOINTMENT AS UNIT & PERSONAL FAMILY READINESS PROGRAM FUNDS DESIGNEE  
FOR MARINE CORPS BALL  
Ref: (a) MCO 7040.11A

1. Pursuant to the authority contained in reference (a), and in the performance of your duties as Marine Corps Ball Funds Designee, you are hereby authorized to sign on my behalf documents pertaining to spending of Marine Corps Ball Funds under the heading of [LIST UNIT HERE].
2. The administration of Marine Corps Ball Funds is a trust which requires that funds be expended with prudence so as to benefit the greatest number of authorized patrons and that all expenditures are properly authorized, planned, and executed. Activities must be operated in an economical, efficient, and businesslike manner that will ensure financial stability.
3. This appointment is automatically revoked upon termination of my tenure as Commanding Officer or upon your reassignment or separation from the billet specified in paragraph 1 above.
4. This authorization (original) will be filed in the unit's official correspondence files.
5. For all documents you process as Marine Corps Ball Funds Designee, your signature must be in the form indicated in the below acknowledgment. If you have any questions regarding your responsibilities, please contact the undersigned.

[COMMANDERS TYPED NAME AND SIGNATURE]

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The undersigned acknowledges appointment, and understands the responsibilities as Marine Corps Ball Funds Designee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Copy to:  
Individual  
MCCS Installation Finance