Communication to UNIT POCs

MCBALL TICKET PURCHASES & MCBALL DEPOSITS

UNIT POCs are authorized the following options for MC BALL

Unit POCs can <u>deposit</u> MC Ball money at any MCCS clubs cash cages listed below for the purpose of a later purchase of tickets or to deposit MC Ball fundraising money. Note: Deposits made must be coded to your Unit's USMC Ball Fund Raising account, coded to BUM105.4501.00000.0010.210801.000.0.U105XX.000.00000.00000 (See enclosure 1 for your XX, Unit Code).

Camp Schwab – Beachhead Camp Courtney – Hashmarks SNCO Club

Camp Hansen – The Palms Camp Kinser – Surfside

Cam Foster - Ocean Breeze

1. Unit POCs can <u>purchase</u> tickets from the MCCS facility where your MC Ball will be held. This is of course the most direct and easiest approach.

Must Do's when making MC Ball Deposits (i.e. not MC Ball Ticket Purchases)

<u>Unit Funds Administrator:</u> Pearl Uy <u>unitfunds@okinawa.usmc-mccs.org</u> (Duty Phone 645-6776)

The Unit Funds Administrator, Pearl Uy, <u>MUST</u> be notified via email above when you are making a MC Ball <u>deposit</u> at any facility other than the Installation Finance Unit Funds desk. The MCCS Club facilities have been instructed to notify the Unit Funds Administrator of all deposits made (not ticket purchases). Nevertheless, it is done with greater certainty if the Unit POC also scans and emails to the Unit Funds Administrator a copy of the completed *MCCS Okinawa MC Ball Deposit Form* and the *receipt from the club's POS system* (attached in the website). Without this communication Unit Funds Administrator, your MC Ball account may not accurately and timely reflect the deposit(s) made at facilities other than the MCCS Installation Finance office and could cause delay when submitting your NAVMC 11652 at a later date requesting the expenditure of funds to purchase the MC Ball tickets. The MCCS Deposit form <u>MUST</u> be filled out as shown in the example below, by using the enclosure 1 document for the Line of Accounting Code:

How to request released of previously deposited Funds for purchasing MC Ball tickets

In order to release funds to a club to purchase ball tickets, or to release funds for other ball related expenses – **No later than a week prior to the scheduled event** – **the Unit POC must**:

- Submit a completed form NAVMC 11652, Expenditure Request/Reimbursement for Unit & Family Readiness Funds, to the Unit Fund Administrator in person or sent via email to <u>unitfunds@okinawa.usmc-mccs.org</u> for processing.
- 2. The Unit Funds Administrator will review the request to confirm all required information is provided and whether the necessary funds are available on account. If approved, the Unit Funds Administrator signs and transmits the completed NAVMC and BUM transfer coversheet to both the Unit POC and to the Facility holding the MC Ball.

3. The Unit POC is required to bring the signed NAVMC and MC Ball Roster to the Event Facility <u>at least three (3) days prior to the scheduled date of the MC Ball</u> **to obtain the MC Ball tickets.**

A reconciliation of your MC Ball Fundraising account can be requested at any time by the designee. This summary sheet shows all account activity. The Commanding Officer must assign a Designee to be responsible for their MC Ball Account. Unit Funds Administrator may only discuss the account balance or process payments/withdrawals/transfers with the Commanding Officer or the Designee; however anyone can deposit funds to the account. A MC Ball Funds Delegation/Appointment Letter must be submitted, please refer sample below.

To complete the NAVMC Form:

Box 1: Unit Name

Box 2: Current Date

Box 3a: Payee Name is the MCCS Facility

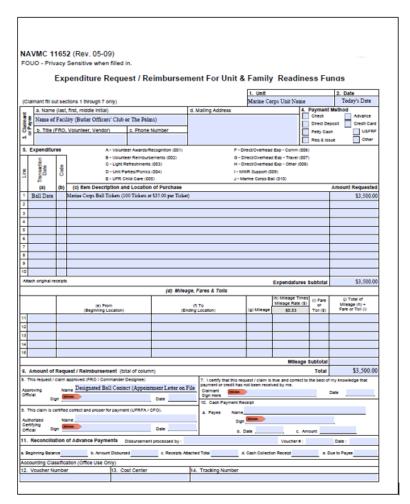
where your MC Ball will be held

Box 5a: Date of the MC Ball

Box 5b: Transaction Code (eg: J)

Box 5c: List the ball number, the number of tickets being purchased with the request, and the total amount of the transfer requested.

Box 8: Manual or Digital Signature of a Fund Designee or CO



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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

MCCS AMO

- 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.
- 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.

ICCMAGNITUDE OF MANUEL AND CICHARITRES

	[COMMANDERS IPED RAME AND SIGNATURE]
The undersigned acknowledges appointmen Marine Corps Ball Funds Designee.	nt, and understands the responsibilities as
Signature	Email
Date	Phone
Copy to: Individual	