

**DEPARTMENT OF THE ARMY**88TH FINANCE BATTALION
CITY, COUNTRY
APO AE 88888REPLY TO
ATTENTION OF

OFFICE SYMBOL

Date

MEMORANDUM FOR Commander, 266th FINCOM, ATTN: FAPD-FP, APO AE 09007

SUBJECT: Semi-Annual Request for Authority to Hold Cash at Personal Risk

1. I, **Battalion Commander's Full Name or Account Holder, DSSN: 8888** request approval of our Semi-annual Request for Authority to Hold Cash at Personal Risk for **specify period i.e. 1 April through 30 Sep 2003.**

2. References:

a. Department of Defense Financial Management Regulation (DoDFMR), Volume 5, Disbursing Policy and Procedures, Chapter 03, August 1999.

b. 266th FINCOM, Finance and Accounting Policy # 03-10, Semi-Annual Request for Authority to Hold Cash at Personal Risk Policy.

3. I certify that Quarterly cash verifications are performed by Appointed Cash Verification Team per DoDFMR, Volume 5, Chapter 3, paragraph 030201 and adequate facilities exist to safeguard all cash held at personal risk per DoDFMR, Volume 5, Chapter 3, paragraph 0303.

4. All weekly averages specified represent the total average of three continuous months of disbursements minus collections divided by four.

5. The totals requested are provided per DoDFMR, Volume 5, Chapter 3, Table 3-1.

Vault Name (Name and Title of Accountable Individual):	Location:	Source of Funds Replacement Time:	U.S. Currency: Weekly Total Requested Total	Foreign Currency: Weekly Total Requested
CPT_Brown, DDO Battalion Vault	Bull Run Barracks Sandhausen, Germany	Less than 24 hours	Weekly: \$79,434.21 Request: \$79,434.21	Weekly: € 200,000 Daily: € 28,571.43 Request: € 85,714.29
SFC White, DA FST-Alpha	Lexington Barracks Hockenheim, Germany	More than 24 hours	Weekly: \$5,249.04 Request: \$10,000.00	Weekly: € 10,124 Request: € 20,000
SFC Black, DA FST-Bravo	San Juan Hill Kaserne Edingen, Germany	Remote	Weekly: \$15,000.51 Request: \$60,000	Weekly: € 59,500 Request: € 119,000
SFC Tan, DA FST-Charlie	Alamo Barracks Heidelberg, Germany	Less than 24 hours	Weekly: \$25,225.11 Request: \$25,225.11	Weekly: € 15,000 Request: € 15,000
Total:			\$174,659.32	€ 239,714.29

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6. Local Depository Account (LDA): Name and location of LDA.
7. The point of contact for this memorandum (*Name and Phone number*).

BATTALION COMMANDER
RANK, FC
Commanding