**UNIT LETTERHEAD**

1700

 MCCS

 [Date]

From: Commanding Officer/Inspector Instructor, [Unit Name]

To: Marine Forces Reserve, Marine Corps Community Services,

 Semper Fit Director, 2000 Opelousas Ave New Orleans, LA 70146

Subj: REQUEST FOR INTRAMURAL/RECREATIONAL SERVICES SUPPORT

Ref: (a) MCO 1700.29

1. Per the reference, request funding to support the below listed recreational outing or intramural sport:

 a. Unit Name:

 b. RUC (DODAAC)/MCC:

 c. Unit SFO POC: (name, email, phone)

 d. Number on T/O: (total)

 1) Active Duty: (total)

 2) Active Reserve: (total - \*\*Not ADOS\*\*)

 e. Type of Outing or Type of Sport:

 1) Vendor Name:

 2) Vendor POC: (name, email and phone)

 3) Date of Outing or Start and End Date of League:

 4) Documentation of fees (Must be tax exempt):

 a) Outing or Registration Fee:

 b) Other Fees (Refs, Rentals, etc.):

 c) Total Outing or Registration Cost:

 f. Number of participants: (total)

 1) Marines:

1. Active Duty:

 b) Active Reserve:

 2) Other Branch (i.e. USA, USN, USAF, USCG):

 A) Active Duty: (Member(s) must be active duty & attached to unit)

2. Purpose. [Include why (requested event or intramural league) is essential, the negative impact if not obtained, and the specific purpose of the request (espirit de corps, unit cohesion, etc.). If unit is a tenant on another Branch’s site, then documentation that Command could/would not fulfill this request must be provided in writing and signed by Host Branch CO.]

3. Preferred Vendor Justification. [Input the reason why you have chosen this vendor as a preferred vendor vice other vendors that provide the same services within your local area. Provide a reasonable explanation, for example:

“After thorough market research within the unit’s local area the [requested event or intramural league] provided by the preferred vendor was found to be the only service provider or was found to be the best value to the government and can accommodate the unit’s request.”

**NOTE:**

Please ALWAYS include with request package a print out of all market research done via the internet as documentation that proper market research was performed. If this documentation is not included, your request will not be processed.

4. The attached quotes provide the documentation of fees for this request. Unit SFO POC has confirmed that the total requested amount does not exceed $50/per person or the $2,500 GCPC service purchase max, and has verified that the preferred vendor is willing to accept credit card payments over the phone/online. Also the SFO has verified that the purchase is tax exempt and will not be processed via third party billing (PayPal, phone fees, etc.).

Once the unit has started the intramural league or completed the recreational outing funded, the unit will reply to the purchase notification email, generated by Semper Fit, within 10 days as an official acceptance of purchase. Unit understands that if the acceptance email is not received as requested, then any and all future requests will not be processed until Semper Fit has been notified via email that requested/funded event has been successfully executed.

 (CO SIGNATURE)

 [Print CO/OIC Name]

SFO CHECKLIST

All steps must be initialed and completed by SFO before submitting to Semper Fit for review and processing of requests of non-perishable supplies or perishable services.

1. SFO has successfully completed a search for item(s) in the following sources of supply (Servemart, ABILITYONE, DODEMALL, or GSA) as required. \_\_\_\_\_\_\_\_\_\_ (Mark N/A if requesting a rec outing or intramural league)
2. SFO has attached printouts from each website (Servemart, ABILITYONE, DODEMALL, or GSA) or local vendor internet webpage(s) showing market research was conducted as required. \_\_\_\_\_\_\_\_\_\_
3. SFO has reviewed quote from vendor to verify that no taxes or credit card fees are included in quote. \_\_\_\_\_\_\_\_\_\_
4. SFO has specifically requested and reviewed quote states that shipment is FOB: Destination.

 \_\_\_\_\_\_\_\_\_\_ (Mark N/A if requesting a rec outing or intramural league)

1. SFO has verified and reviewed that vendor’s quote includes event cost per person, team registration fee, rental fees (if applicable) or total price for order to include shipping fees. \_\_\_\_\_\_\_\_\_\_
2. SFO has verified that vendor has been notified that partial payments will not be authorized. \_\_\_\_\_\_\_\_\_\_
3. SFO has notified the vendor that all orders must be able to be filled and cannot be on backorder (\*\*Fill or Kill\*\*).

 \_\_\_\_\_\_\_\_\_\_ (Mark N/A if requesting a rec outing or intramural league)

1. SFO has notified and verified that the vendor will not use a Third Party processing system (PayPal, phone fees, etc.). \_\_\_\_\_\_\_\_\_\_
2. SFO has verified that the order will arrive in a timely manner and that a solid POC for the delivery site has been provided to the vendor. \_\_\_\_\_\_\_\_\_\_ (Mark N/A if requesting a rec outing or intramural league)
3. SFO has verified and confirmed that the vendor is willing to take payment over the phone or the availability of payment via a secure online website. \_\_\_\_\_\_\_\_\_\_