

# Attachment 1 – Establish Informal PO

MEMORANDUM FOR 42 FSS/FSR

FROM: \_\_\_\_\_

SUBJECT: Request to Establish an Informal Private Organization on Maxwell AFB, AL

1. Request permission for the \_\_\_\_\_ (Name of your Private Organization) to form an informal private organization in the Maxwell AFB community. If approved, it is our desire to acquire a checking account, as authorized through the \_\_\_\_\_ (Name of official Institution.)
2. The account will have less than \$1000.00 for a continuous period of 90 days or more and will be managed according to AFI 34-223. I understand when the account has more than the \$1000.00 limit; I must request and be established as a formal private organization.
3. The Purpose of this organization is \_\_\_\_\_ (state the reason, i.e. support and sustain the morale of the personnel within the unit.)
4. Our list of officers and most recent financial statement is attached.

\_\_\_\_\_  
(Requesting Officer's Signature)

Attachment:

1. Current Officer Information
2. Financial Statement

1st Ind, 42 FSS/FSR

MEMORANDUM FOR \_\_\_\_\_

Your informal private organization is approved/disapproved.

\_\_\_\_\_  
Chief, Resource Management Office