

Communication to UNIT POCs

MCBALL TICKET PURCHASES & MCBALL DEPOSITS

UNIT POCs are authorized the following options for MC BALL

Unit POCs can deposit 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 Hansen – The Palms
Cam Foster - Ocean Breeze

Camp Courtney – Hashmarks SNCO Club
Camp Kinser – Surfside

1. Unit POCs can purchase 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)

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

The Unit Funds Administrator, Pearl Uy, **MUST** be notified via email above when you are making a MC Ball deposit 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 **MUST** 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:**

1. 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 unitfunds@okinawa.usmc-mccs.org 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 at least three (3) days prior to the scheduled date of the MC Ball **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

NAVMC 11652 (Rev. 05-09)
FOUO - Privacy Sensitive when filled in.

Expenditure Request / Reimbursement For Unit & Family Readiness Funds

(Claimant fill out sections 1 through 7 only)

1. Unit Marine Corps Unit Name		2. Date Today's Date	
3. Claimant or Payee a. Name (last, first, middle initial) Name of Facility (Butler Officers' Club or The Palms) b. Title (FRO, Volunteer, Vendor) c. Phone Number	d. Mailing Address		4. Payment Method <input type="checkbox"/> Check <input type="checkbox"/> Advance <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Credit Card <input type="checkbox"/> Petty Cash <input type="checkbox"/> US/FRF <input type="checkbox"/> Res & Issue <input type="checkbox"/> Other
	5. Expenditures A - Volunteer Awards/Recognition (001) F - Direct/Overhead Exp - Comm (006) B - Volunteer Reimbursements (002) G - Direct/Overhead Exp - Travel (007) C - Light Refreshments (003) H - Direct/Overhead Exp - Other (008) D - Unit Parties/Picnics (004) I - MWR Support (009) E - UFR Child Care (005) J - Marine Corps Ball (010)		
Line	Transaction Date	Code	Amount Requested
(a)	(b)	(c) Item Description and Location of Purchase	
1	Ball Date	Marine Corps Ball Tickets (100 Tickets at \$35.00 per Ticket)	\$3,500.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
Attach original receipts			Expenditures Subtotal \$3,500.00
(d) Mileage, Fares & Tolls			
(i) From (Beginning Location)	(j) To (Ending Location)	(k) Mileage	(l) Mileage Rate (\$)
11			\$0.53
12			
13			
14			
15			
Mileage Subtotal			
6. Amount of Request / Reimbursement (total of column)			Total \$3,500.00
8. This request / claim approved (FRO / Commander Designee): Approving Official Name Designated Ball Contact (Appointment Letter on File) Sign _____ Date _____		7. I certify that this request / claim is true and correct to the best of my knowledge that payment or credit has not been received by me. Claimant Sign Here _____ Date _____	
9. This claim is certified correct and proper for payment (UFRFA / CFO). Authorized Certifying Official Name _____ Sign _____ Date _____		10. Cash Payment Receipt a. Payee Name _____ Sign _____ b. Date _____ c. Amount _____	
11. Reconciliation of Advance Payments Disbursement processed by: _____ Voucher #: _____ Date: _____			
a. Beginning Balance	b. Amount Disbursed	c. Receipts Attached Total	d. Cash Collection Receipt
Accounting Classification (Office Use Only)			
12. Voucher Number	13. Cost Center	14. Tracking Number	

Enclosure 1 - MCBALL Line of Accounting for All Units		
Unit Code	Unit Name	BUM
1D	CG, 3rd Marine Logistics Group	105.4501.00000.0010.210801.000.0.U1051D.000.00000.00000
1E	Combat Logistics Regiment 35 (3d MLG)	105.4501.00000.0010.210801.000.0.U1051E.000.00000.00000
1F	3d Maintenance Battalion (3d MLG)	105.4501.00000.0010.210801.000.0.U1051F.000.00000.00000
1G	3d Supply Battalion (3d MLG)	105.4501.00000.0010.210801.000.0.U1051G.000.00000.00000
1H	Combat Logistics Regiment 37 (3d MLG)	105.4501.00000.0010.210801.000.0.U1051H.000.00000.00000
2A	Marine Aircraft Group 36	105.4501.00000.0010.210801.000.0.U1052A.000.00000.00000
2B	Marine Aviation Logistics Squadron 36, MAG-36	105.4501.00000.0010.210801.000.0.U1052B.000.00000.00000
2D	HMM/VMM-262, MAG-36 (1st MAW)	105.4501.00000.0010.210801.000.0.U1052D.000.00000.00000
2E	VMM-265, MAG-36 (1st MAW)	105.4501.00000.0010.210801.000.0.U1052E.000.00000.00000
2F	Marine Air Control Group 18 (1st MAW)	105.4501.00000.0010.210801.000.0.U1052F.000.00000.00000
2G	Marine Air Support Squadron 2, MACG-18	105.4501.00000.0010.210801.000.0.U1052G.000.00000.00000
2H	Marine Air Control Squadron 4, MACG-18 (1st MAW)	105.4501.00000.0010.210801.000.0.U1052H.000.00000.00000
2I	MTACS-18, MACG-18 (1st MAW)	105.4501.00000.0010.210801.000.0.U1052I.000.00000.00000
2J	H&HS, MCAS Futenma	105.4501.00000.0010.210801.000.0.U1052J.000.00000.00000
3A	MCIPAC	105.4501.00000.0010.210801.000.0.U1053A.000.00000.00000
3E	Marine Wing Headquarters Squadron 1	105.4501.00000.0010.210801.000.0.U1053E.000.00000.00000
3G	3D Transportation Support Battalion	105.4501.00000.0010.210801.000.0.U1053G.000.00000.00000
3H	Marine Wing Communications Squadron 18	105.4501.00000.0010.210801.000.0.U1053H.000.00000.00000
3J	MWSS-172	105.4501.00000.0010.210801.000.0.U1053J.000.00000.00000
3K	Combat Logistics Regiment 3 (3d MLG)	105.4501.00000.0010.210801.000.0.U1053K.000.00000.00000
3L	Combat Logistics Battalion 4 (3d MLG)	105.4501.00000.0010.210801.000.0.U1053L.000.00000.00000
3M	3d Dental Battalion (3d MLG)	105.4501.00000.0010.210801.000.0.U1053M.000.00000.00000
3N	Headquarters & Support Battalion, MCB Camp Butler	105.4501.00000.0010.210801.000.0.U1053N.000.00000.00000
3O	U.S. Naval Hospital Okinawa, Japan	105.4501.00000.0010.210801.000.0.U1053O.000.00000.00000
3P	3d Medical Battalion (3d MLG)	105.4501.00000.0010.210801.000.0.U1053P.000.00000.00000
4A	CG, 3rd Marine Division	105.4501.00000.0010.210801.000.0.U1054A.000.00000.00000
4B	HQBN, 3rd Marine Division	105.4501.00000.0010.210801.000.0.U1054B.000.00000.00000
4C	III MEF - Command Element	105.4501.00000.0010.210801.000.0.U1054C.000.00000.00000
4D	MEF Headquarters Group (III MHG)	105.4501.00000.0010.210801.000.0.U1054D.000.00000.00000
4E	MEF Headquarters Group (3d MEB)	105.4501.00000.0010.210801.000.0.U1054E.000.00000.00000
5A	12th Marine Regiment (3d Mar Div.)	105.4501.00000.0010.210801.000.0.U1055A.000.00000.00000
5B	3d Battalion, 12th Marines	105.4501.00000.0010.210801.000.0.U1055B.000.00000.00000
5C	31st Marine Expeditionary Unit (III MEF)	105.4501.00000.0010.210801.000.0.U1055C.000.00000.00000
5D	5th Anglico (III MEF)	105.4501.00000.0010.210801.000.0.U1055D.000.00000.00000
5E	7th Communication Battalion (III MEF)	105.4501.00000.0010.210801.000.0.U1055E.000.00000.00000
5F	3d Intelligence Battalion (III MEF)	105.4501.00000.0010.210801.000.0.U1055F.000.00000.00000
5H	Combat Logistics Battalion 31 (31st MEU)	105.4501.00000.0010.210801.000.0.U1055H.000.00000.00000
5I	9th Engineer Support Battalion (3d MLG)	105.4501.00000.0010.210801.000.0.U1055I.000.00000.00000
5J	3D Law Enforcement Battalion (III MEF)	105.4501.00000.0010.210801.000.0.U1055J.000.00000.00000
6B	3rd Reconnaissance Battalion (3d Marine Division)	105.4501.00000.0010.210801.000.0.U1056B.000.00000.00000
6C	4th Marine Regiment (3d Marine Division)	105.4501.00000.0010.210801.000.0.U1056C.000.00000.00000
7A	HqBn CATC, Camp Fuji	105.4501.00000.0010.210801.000.0.U1057A.000.00000.00000
8A	Camp Mujuk, Pohang, Korea	105.4501.00000.0010.210801.000.0.U1058A.000.00000.00000

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]

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

Signature

Email

Date

Phone

Copy to:
Individual
MCCS AMO