

Langley Workforce Morale Fund Request Form

Date of Origin:	Requesting Organization:		
Date of Activity:	Activity Point of Contact:	Email Address:	Phone No:
Date of Submission:	Facility Morale Fund Point of Contact:	Email Address:	Phone No:
Brief description of Function and Number of Attendees:			
Amount Requested: (\$)	Make Check(s) Payable To:		
<p>All requests must be submitted to the Exchange Services Office, Building 2102, RM 157, MS 035, 5 days prior to or after the event or activity (REF: LPR 9050.1.D)</p>			
Services Provided by: (Vendor/Company Name)			
<p>I, the undersigned, certify that this request contributes to the efficiency, welfare, and morale of NASA Personnel and that the funds allocated will be used for NASA Civil Servants and NASA contractors assigned to my organization.</p>			
Organization Chief/Director/Manager (Printed Name)	Organization Chief/Director/Manager (Signature)	Date	
NASA EXCHANGE OFFICE USE ONLY			
Date:	Check#:	Check Amount: \$	
SIGNED:			
<p>LaRC Exchange Mission: To provide products, services, and activities that promote and enhance the well-being of the LaRC community.</p>			