Langley Workforce Morale Fund Request Form

Date of Origin: Requesting Organization:						
	A ativity Daint of	Contocti			Dhana Na	
Date of Activity:	Activity Point of	Contact:		Email Address:	Phone No:	
Date of Submission:	Facility Morale Fund Point of Contact:			Email Address:	Phone No:	
			or contact.	Entan Address.	Thome No.	
Brief description of Function and Number of Attendees:						
Amount Requested: (\$) Make			Check(s) Payable To:			
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)						
Services Provided by: (Vendor/Company Name)						
I the undersigned of	ortify that this r		ntributes to the efficien	www.wolfara.and.m	oralo of NASA	
	-	-		•		
Personnel and that the funds allocated will be used for NASA Civil Servants and NASA contractors						
assigned to my organization.						
Organization Chief/Director/Manager			Organization Chief/D	Organization Chief/Director/Manager Date		
(Printed Name)			(Signature)			
NASA EXCHANGE OFFICE USE ONLY						
Date: Check#:			Check Amount: \$			
SIGNED:	1					
LaRC Exchange Mission:						
To provide products, services, and activities that promote and enhance the well-being of the LaRC						
community.						
VASA Langley Form LF395 5/2020 (1.1) Previous editions are obsolete. Prescribing Documents LPR 9050.1.						
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