



U.S. ARMY
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INSTALLATION MANAGEMENT COMMAND

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RELIGIOUS SUPPORT OFFICE



How To Submit Purchase Order Requests (PORs)

Unit Ministry Teams . . . Here For You!



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USAG - Yongsan

Religious Support Office

Busiest & Most Complex In Army!

- *6 Chapels In Area II*
- *21 Distinct Services Weekly*
- *80-Plus Diverse Ministries*
- *7 Vibrant Post-Wide Gatherings Weekly*
- *4 Unique Professional Centers*
- *100,000 Served Annually*

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RSO TEAM VISION

☐ **Best Ministry**

Doing the Right Ministry

☐ **Best Methods**

Doing the Ministry Right

☐ **Best Model**

A Spiritually Inspiring Example For All

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DEMONSTRATED TRAITS

☐ **Courteous**

We demonstrate kindness

☐ **Caring**

We demonstrate goodness

☐ **Competence**

We demonstrate skill

☐ **Excellence**

*We demonstrate superior mission
accomplishment*

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UMT & Ministry Leader Training

1. Purchase Order
Requests (PORs)
& Process

2. Other Requests

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WHAT'S A POR?

A Purchase Order Request (POR) is the official **REQUEST** you must submit to get the U.S. Government, via the Religious Support Fund Office, to pay for an approved purchase or expenditure.

All purchases / expenditures must be initiated via a "POR".

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WHAT'S A PO?

A Purchase Order (PO) is the official US Government **APPROVAL** provided to you via the Fund Office after submitting a POR.

*You can NEVER make any purchase / expenditure without an approved PO!
This is illegal, and you can be held liable!*

This means that you must pick-up your approved PO from the Fund Office on Friday 1200-1700.

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THINGS YOU CANNOT DO

- ✓ Buy or contract for something without
a) Asking via POR, and then b) Picking up an
Approved PO FIRST
- ✓ Exceed amount approved on a POR / PO
- ✓ Switch / swap / change items / vendors /
events with POs . . . Must use it for the
purpose / event / time intended / requested
If you do, you can be stuck with the bill personally!

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To HELP US HELP YOU, PLEASE UNDERSTAND . . .

- ✓ Garrison CDR owns the CTOF on behalf of US. Gov't. It's not a "Church Treasury" – it's a U.S. Gov't Non-Appropriated Fund entity with U.S. Gov't rules (often frustrating to us all!)
- ✓ Lose your cool; lose your privilege. Be Nice!
- ✓ Fixes are on the front end, not the back end. Submit correctly and give an extra week!

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THE BASIC POR CYCLE

- *Your Idea For A Purchase & You Fill Out A POR*
- *Sponsoring Chaplain Signs POR*
- *NLT MONs, 1630, You LOG-IN POR Into POR DROP-OFF LOG at South Post Chapel (SPC)*
- *POR Is "QC'd" For Correctness / Missing Data**
- *FRIs, 1200-1700, You LOG-OUT PO From PO PICK-UP LOG & Schedule / Confirm Your Purchase*
- ***ONLY THEN, Purchase May Be Executed***
- *Complete Purchase / Submit Receipts Per Instructions and According To Transaction Type*

**If data is incorrect, Sponsoring CH is notified via email, Requester is cc'd, and POR is to be resubmitted by you for next week.*

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THE POR PACKET

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POR V.3.1 1 APR 11

Purchase Order Request (POR)

Tracking # From POR DROP OFF Logbook
PW in This Number As The Final Step Of Submission When The POR is Dropped Off At South Post Chapel Fund Office After Sponsoring Chaplain's Signature And Being Copied into The POR Logbook
Exact Amount Being Requested On This POR:

Requester / Event Information

Name: Cell Phone:

Email:

Event Being Supported:

Sub Account: Date Of The Event:

Vendor Name:

Sponsoring Chaplain:

Type of Transaction
(Check ONLY one — a separate POR must be submitted for each type of transaction)

☐ Vendor Contract (Best for weekly recurring purchases at MWR Vendors and DRL) Submit 1,2,6,3

☐ Check (Only in dollars. Businesses taking checks in US \$\$\$) Submit 1,2,6,4

☐ GPC (Government Credit Card Accepted On Post, Off Post Within 2 Miles, & Online) Submit 1,2,6,5

☐ Honorarium (1 time only payments for speaking/teaching, less than \$250) Submit 1,2,6,6

☐ Exact Vendor On Post For Payment (If Vendor is willing to come On Post) Submit 1,2,6,7

☐ Reimbursement For Off Post Purchases Submit 1,2,6,8

☐ Transportation (TMP Bus/Bus/Kyong Dong Tour Co.) Request See Page 18, 11/12

Step 1 Fill out this Cover Sheet Page and Page 2
Step 2 Fill out the appropriate Transaction Page as noted above (1,2,3,4,5,6,7,8,9,10, or 11/12)
Step 3 Submit ONLY this packet to your POR to your Sponsoring Chaplain for signature
Step 4 Submit ONLY this packet to your POR to South Post Chapel Fund Office 8LT MON COB, 1638 walking route to LGS Yongsan POR INTO THE POR DROP OFF LOGBOOK as noted in the timeline below. Please ensure that ALL REQUIRED FIELDS marked with a * are filled out correctly. If any of the required fields are left blank or filled incorrectly, then you will be informed with Fund Office Status Notification Form via email. Any POR Status marked as "Resubmission" by the Fund Office will not be available for Friday Pick-Up.
Drop-off your POR M.T.COB, 1638, Monday, then pick up your Purchase Order (P.O.) between 1200-1700 that Friday.
If dropped off after Monday COB, it can be picked up between 1200-1700 the NEXT Friday.
Once your POR is approved, purchases of your items will be coordinated / confirmed **THE FOLLOWING WEEK** when you pick up your P.O. on FR 1200-1700.
To speed your purchases and serve you best in the Army's Incent Fund Office, face-to-face questions will be answered from 1200-1700 on Fridays. At all other times, POR emergencies will be handled with care, courtesy, competence, and confidence by calling the Fund Manager only at CGN # 138-3610. Thank you!

For Purchase Order Request Information or Questions, Contact Fund Office at USAGYongsan, T101@korea.army.mil

- Just One Packet For ALL Types of PORs
- Comprehensive Directions For Each Type of Transaction
- A "FAQs" Section To Answer Common Questions
- Only Submit Pages You Need
- **Incorrect Or Incomplete PORs Returned To Sponsoring CH For Resubmission Following Week**

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POR Page 1 – Cover Sheet

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POR V.3 **Purchase Order Request (POR)** 1 APR 11

Tracking # From POR DROP OFF Logbook*
PW in This Number As The Final Step Of Submission When The POR is Dropped Off At South Post Chapel Fund Office After Sponsoring Chaplain's Signature And Being Logged into The POR Logbook.
Exact Amount Being Requested On This POR:

Reset Form

Requestor / Event Information

Name: _____ Cell Phone: _____
Email: _____
Event Being Supported: _____
Sub Account: _____ Date Of The Event: _____
Vendor Name: _____
Sponsoring Chaplain: _____
(Note: All fields must be filled out correctly. See Step #5)

Type Of Transaction*
(Check ONLY one — a separate POR must be submitted for each type of transaction)

<input type="checkbox"/> Vendor Contract (Best for weekly/recurring purchases at MWR Vendors and DRL)	Submit 1,2,6,3
<input type="checkbox"/> Check (Only in dollars. Businesses taking checks in US \$)	Submit 1,2,6,4
<input type="checkbox"/> GPC (Government Credit Card Accepted On Post, Off Post Within 2 Miles, & Online)	Submit 1,2,6,5
<input type="checkbox"/> Honorarium (1 time only payments for speaking/teaching, less than \$250)	Submit 1,2,6,6
<input type="checkbox"/> Exact Vendor On Post For Payment (If Vendor is willing to come On Post)	Submit 1,2,6,7
<input type="checkbox"/> Reimbursement For Off Post Purchases	Submit 1,2,6,8
<input type="checkbox"/> Transportation (TMP Bus/Bus/King Dong Tour Co.) Request	See Page 13, 11/12

Step 1: Fill out this Cover Sheet Page and Page 2.
Step 2: Fill out the appropriate Transaction Page as noted above (1,2,3,4,5,6,7,8,9,10, or 11/12).
Step 3: Submit ONLY the pages needed for your POR to your Sponsoring Chaplain for signature.
Step 4: Submit ONLY the pages needed for your POR to South Post Chapel Fund Office RELT MON COB, 1638, making sure to LOG YOUR POR INTO THE POR DROP OFF LOGBOOK as noted in the Station line above.
Step 5: Please ensure that ALL REQUIRED FIELDS are marked with a "*" are filled out correctly. If any of the required fields are left blank or filled incorrectly, then you will be informed with Fund Office Status Notification Form via email. Any POR Status marked as "Reconsideration" by the Fund Office will not be available for Friday Pick-Up.
Drop-off your POR RELT COB MONDAY, then pick up your Purchase Order (P.O.) between 1200-1700 that Friday.
If dropped off after Monday COB, it can be picked up between 1200-1700 the NEXT Friday.
Once your POR is approved, purchases of your items will be coordinated / confirmed [FOR THE FOLLOWING WEEK](#) when you pick up your P.O. on FRIDAY 1200-1700.
To speed your purchases and serve you best in the Army's largest Fund Office, face-to-face questions will be answered from 1200-1700 on Fridays. At all other times, POR emergencies will be handled with care, courtesy, competence, and confidence by calling the Fund Manager only at CSN # 738-3670. Thank you!
For Purchase Order Request Information or Questions, Contact Fund Office at USAGYongsan, T/O # 738-3670.

- Always the first page of ANY POR
- Select the type of transaction you are requesting from the 7
- Only one type of transaction per POR (separate PORs for separate vendors in most cases)
- Follow all step-by-step instructions and make sure to fill-in "Tracking # From Drop-Off Log"

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POR Page 2 – Approval Sheet

Supervisory Approvals

It is the responsibility of the respective ministry leaders and sponsors to ensure that their spending is within the balance of their sub-accounts. Leaders and sponsors are responsible to budget and steward their own sub-accounts.

MINISTRY LEADERS / COORDINATORS/ TREASURERS / POCs
(As Required by Your Sponsoring Chaplain)

Cell Phone: _____ Print Name: _____
Today's Date: _____ Sign Name: _____

SPONSORING CHAPLAIN
Justification

My Signature Below Affirms That This Request Supports A Legitimate Government Need

Cell Phone: _____ Print Name: _____
Today's Date: _____ Sign Name: _____

CTOF MANAGER
My Signature Below Affirms That Funds Are Available And Have Been Controlled

Today's Date: _____ Signature: _____
Fund Manager

2-Supervisory Approval

For Purchase Order Request Information or Questions, Contact Field Office at DSN 714 244 0100 or 714 244 0101

- Always the second page of ANY POR
- Once You Complete Transaction Information, Have Sponsoring Chaplain Sign (and if required by Chaplain have Ministry Leader / Coordinator / Treasurer / Or Other POC sign)
- Bottom Block Is For CTOF Manager Use
- **All PORs MUST have a Sponsoring Chaplain Signature**

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POR Page 3 – Vendor Contract

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Vendor Contract (Preferred / Best For MWR Vendors and DHL)

INSTRUCTIONS
(Preferred For Any Recurrence Events Where The Same Calendar Month All Vendors Below AND Required For Any Purchase / Single Event Over \$1000.00 By Vendor Below)

Step #1—Requestor, please visit the Vendor and acquire a Vendor Contract for the month in which you are seeking payment.
(Note: A Vendor Contract is ONLY valid for 1,000,000 U.S. dollars. A separate Vendor Contract is required for February, March, etc. The vendor will provide a Contract directly to you upon request.)

Step #2—The Vendor Contract MUST be attached to this POR.
(Note: A separate POR is required for each event during the month. These PORs will be paper clipped, not stapled. All PORs MUST be single Vendor Contracts for the calendar month all at once. i.e. if you desire purchases on 4 Sundays in a month, then 4 PORs must be submitted with a single monthly Vendor Contract.)

Step #3—Submit POR in accordance with "Page 1". All PORs for that given calendar month are to be paper clipped / bundled together with the monthly Vendor Contract attached to that bundle.

Step #4—Pick up your approved bundle of approved PORs for that calendar month for that vendor and the copy of your approved Vendor Contract, from the Fund Office during Regular Customer Service Hours, Fridays 12pm-4pm.

Step #5—Drop off your entire bundle of approved PORs for the month to the vendor, along with the approved Vendor Contract, no later than 2 business days prior to your first event. Vendor will not be able to provide services if paperwork is not received accordingly.
(Note: If you pick up your entire bundle of approved PORs along with the approved Vendor Contract, the vendor will keep custody your event to the following Sunday.)

Step #6—Once you submit all paperwork to the vendor, no further action by you is necessary for payment. However, please note it is your responsibility to follow up with vendor for coordination / confirmation of any pick-up or delivery of items.

VENDOR INFORMATION
(Check ONLY one — a separate POR must be submitted for each different venue)

☐ Dragon Hill Lodge ☐ Navy Club ☐ Main Post Club
☐ Yongsan Bowling Alley ☐ Meyer CAC ☐ Cellular Field House

Please ensure that ALL information below is included in order to purchase the exact item you want **without question. Be detailed and specific!**

Description of Services / Items To Be Contracted

Not To Exceed (NTE) : \$ _____

For Purchase Order Request Information or Questions, Contact Fund Office at USAGYongsanCTOP@korea.army.mil

3- Vendor Contract

- For MWR Vendors & DHL !
- A Vendor Contract is good for ONLY 1 month
- A separate POR still needs to be submitted for each date that you receive goods and/or services.
- Do NOT forget to submit a Vendor Contract along with your SIGNED PORs

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POR Page 6 – Honorarium

[illegible]

- 1 Request may be granted per Fiscal Year (FY) for an individual.
- > 2, request “NAF Contract”
- The request may NOT exceed \$250.00
- A detailed description of the event and the services to be performed by the person receiving the Honorarium MUST be provided in the space given.

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POR Page 7 – Vendor Escort

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Escort Vendor On Post For Payment

Escort Vendor On-Post To Receive Payment
(Recommended For Off-Post Purchases)

Specific Steps:

Step 21—Contact the Vendor you wish to utilize to confirm that the Vendor is willing to come on post with you or your representative to receive direct payment at DoD Community Bank (Main Post Branch) after your event has taken place.

Step 22—Once you confirm that with the Vendor, fill out and submit your POR by MON COB, 1036.

Step 23—Pick up your approved PG during Regular Customer Service Hours, 9:00a.m. 1200 1700, to confirm the approval of your request.

Step 24—Once you have your approved PG in hand, you can officially execute the purchase. Wait until your approved PG until the payment for your event has been completed. Requestor must bring the approved PG when payment is made to the vendor at the bank.

(Note: If you execute the event without picking up the approved PG on Friday, Fund Office cannot provide payment for the event. See FAC page for more information.)

Step 25—After your event has taken place, email the Fund Office, "USAGYongsanCOTF@usag.army.mil", to schedule a time at the bank to complete the payment of your event. Both the requestor and vendor are required to be present at the DoD Community Bank at the scheduled time for payment at the bank.

Step 26—Once Fund Office receives the approved PG from requestor and completes the payment to the vendor at the bank, the requestor and vendor will both sign on the check stub and PG to verify that the vendor received the complete payment from the Fund Office.

(Note: If you do not bring the approved PG to the DoD Community Bank, the Fund Office cannot complete the payment to the vendor.)

Vendor Point of Contact Information

Name: _____

Cell Phone: _____

Email: _____

General Description Of Items To Be Purchased

Maximum Amount For Which You Are Seeking Approval _____

7 - Vendor Escort

For Purchase Order Request Information or Questions, Contact Fund Office at usag-yongsanCOTF@usag.army.mil

- Check ahead of time with the Vendor to make sure they are willing to come On-Post AFTER the event to receive payment.
- Include all appropriate fees, taxes, and the VAT (if charged) in your requested amount.

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POR Page 8 – Reimbursement

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Reimbursement For Off-Post Purchases

Expense To Be Reimbursed To Requestor (Payment to you will **ONLY** be in US \$).
(You Submit A POR, Then Get An Approved PO, Only Then Can You Place An Order and
Buy Items / Services, Then Submit Receipt(s) with Page 8, Then CTOF Cuts A Check in US
Dollars To Reimburse You)

Specific Steps:

Step #1 – Fill out this page "8", sign verification section below, submit POR. **NO LATE COPIES**

Step #2 – Pick up approved Purchase Order (PO) from 12pm-5pm on Fridays. You must pick up
your approved PO **BEFORE** making your purchase.

Step #3 – Make purchase (You **MUST** place an order or make a purchase before having an
approved PO in hand. **LEGALS**)

Step #4 – Get receipt(s) with vendor(s) name, vendor(s) Address, vendor(s) phone number, and
show total cost. Use the "Korean Translation" portion of the approved PO for your assistance with
each receipt.

Step #5 – Bring receipt(s), copy of PO, and attach page "8" to the front of the approved PO to
Fund's Office to request reimbursement. For further instructions, please see page 5 and follow
directions closely.

Step #6 – Fund's Office will only provide reimbursement to the person who is specified below.

Requestor Verification

Name: _____

Cell Phone #: _____

By signing below, I certify that I am, in fact, the appropriate and correct person to be
reimbursed for this expense.

Signature: _____

General Description Of Items To Be Purchased In Won

Maximum Amount For Which You Are Seeking Approval \$ _____

8 - Reimbursement

For Purpose Only! Request information at Questions, Contact Fund's Office at usagysongmcof@usarmy.mil

- ONLY the person listed on this page is APPROVED to receive reimbursement.
- Provide a general description of items to be purchased
- Include all local fees and VAT in your requested amount.

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POR Page 9 – Reimb. Payment

Reimbursement Payment For Off-Post Purchases

Tracking # From DRDP CFP Logbook
PO in This Number As The First Step Of Reimbursement Payment Will
This Show In Snapshot Of An South Post Chapel Fund Office After
Sponsoring Chapter's Approval And Being Logged Into The Drop Off Logbook

Approved PO #: _____ Amount Of PO: _____

Exact DOLLAR Amount The Requester Will Be Reimbursed With:
If you diligently fill out this page, the exact dollar amount will be calculated for you in the field above. If you
handwrite this form then take the total amount of what being requested for reimbursement and divide it by
1,445,000. Place the calculated amount in the second row in the field provided above.

*Note: (Important) ALL requests for "Fixed Reimbursement" will use the FIXED
government exchange rate, which is, "1,445,000 won to 1 US Dollar". This means that
you could be reimbursed slightly more or less in \$'s depending on the government
exchange rate versus the market rate. The approved government rate, adjusted only
annually, must be used by us, not the market rate. Please note this.)*

Instructions For Requesting Reimbursement

1. In order to process your Request For Reimbursement (the receipt(s) from the vendor must have the Vendor's
Complete Information, to include: Vendor's Name, Vendor's Address, Vendor's Phone Number, and the Total
Cost.
2. Drop off this Page 9, with all receipt(s) and copy of Purchase Order (PO) in Drop Off Logbook at
Fund's Office.
3. Requests dropped off 8LT CDB Monday, reimbursement check will be ready 1006-1793 that Friday.

Vendors At Which You Made Purchases
(Check "Receipt" block to verify that the receipt and all vendor information is attached)

01. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
02. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
03. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
04. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
05. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
06. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
07. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
08. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
09. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
10. Vendor Name: _____	Exact Mon Amount To Be Reimbursed: \$ _____	<input type="checkbox"/> Receipt
TOTAL AMOUNT OF MON SPENT: \$ _____		
Sponsoring Chapter (Print Name): _____		
Sponsoring Chapter (Signature): _____		

For Purchase Order Request Information or Questions, Contact Fund's Office at USAGYongsanGDP@hars.army.mil

9-Reimbursement Payment

- Attach Page 9 on top of your approved Purchase Order (PO) packet (POR / PO / Receipts)
- Attached all DETAILED receipts for which you are requesting reimbursement to Page 9
- Remember that you will be reimbursed based upon the Fixed Government Rate. Slight loss may occur!

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POR Page 10 – Bus Requests

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Bus Request

BUS REQUEST INSTRUCTIONS

Step #1— Call (DSN # 736-6103) or visit Mr. Yu, Chin Yang at The Transportation Mater Pool (TMP) (Directions On Page 11) to Discuss Your Bus Schedule and Ask / Reserve For A Cost Estimate.

If TMP Bus is available please continue to Step #2

If TMP Bus is NOT available please continue to Step #6

TMP BUS REQUEST 736-7112

Step #2— Fill out a draft of Page 12 (SA 671) (your proposed Bus Schedule)

Step #3— Place Cost Estimate Data in the space provided on Page 11

Step #4— Submit POR pages 1,2,11,12 (SA 671), 16LT Murray COB, 1630, To Fund Office.

Step #5— Pick Up approved PO and signed SA 671 from Fund's Office on Fridays from 1200-1700

Step #6— Take approved PO and signed SA 671 to Transportation Mater Pool (Go out Gate 62 and continue straight across road into TMP), go to BLDG # 6728 and submit to Mr. Yu, Chin Yang (DSN # 736-6103).

Step #7— No further action by you is necessary for payment. However, please note it is your responsibility to follow up with vendor for coordination / confirmation of any pick-up or delivery.

NEW KYUNG DONG TOUR CO. BUS REQUEST

Step #8— Call (DSN # 736-7112) or visit New Kyung Dong Tour Co. (Map on Page 12) Discuss Your Bus Schedule and Reserve / Ask For A Cost Estimate.

Step #9— Fill out Page 12

Step #10— Submit POR pages 1,2,12 into your Sponsoring Chaplain for approval.

Step #11— Submit POR pages 1,2,12, 16LT Murray COB to Fund's Office.

Step #12— Pick Up approved PO from Fund's Office on Friday from 1200-1700

Step #13— Take your approved PO to New Kyung Dong Tour Co. (See Map On Page 12)

Step #14— No further action by you is necessary for payment. However, please note it is your responsibility to follow up with vendor for coordination / confirmation of any pick-up or delivery.

For Further Great Request Information or Questions, Contact Fund Office at USAG Yongsan or TOR.gov.usagymc.m

10 - Bus Request

- There are TWO different types of Bus Requests depending on your situation
- Only Mr. Yu may determine if New Kyung Dong is an option.
- Follow ALL instructions listed step-by-step.

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POR Page 11 – TMP Request

11 - TMP Bus Request

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TMP BUS REQUEST

DATE OF EVENT: _____

EVENT NAME: _____

OF PEOPLE BEING TRANSPORTED: _____

OF BUSES NEEDED: _____ Price Per Bus: \$ _____

ESTIMATED TOTAL COST (As Per Mr Yu At TMP): \$ _____

CHECKLIST

☐ Approved Purchase Order (PO) with Signed EA 571 is turned into Mr. Yu at TMP, 738-8103

☐ Confirm Reservation with Mr Yu at least 28-48 hours prior to your event

For Purchase Order Request, Information or Questions, Contact Fund Office at USAGYongsanCTOF@korea.army.mil

- Make sure that all information is correct and matches the information filled out on the EA 571.
- Submit Page 1,2,11, AND the EA 571 to the Fund Office (Page 13).

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POR Page 12 – New Kyung

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New Kyung Dong Tour Bus Company



DATE OF EVENT: _____

EVENT NAME: _____

OF PEOPLE BEING TRANSPORTED: _____

OF BUSES NEEDED: _____ Price Per Bus: \$ _____

ESTIMATED TOTAL COST (As Per New Kyung Dong At TWP): \$ _____

CHECKLIST

☐ Approved Purchase Order (PO) is turned into New Kyung Dong Tour Co. located at TWP, 736-7119

☐ Confirm Reservation with Mr Yu at least 24-48 hours prior to your event

12-New Kyung Dong Tour Bus Co. Request

For Purchase Order Request Information or Questions, Contact Fund Office at USAGYongsanCFO@korea.army.mil

- Make sure that all information is correct and matches the information filled out on the EA 571.
- Submit Page 1,2,12, AND the EA 571 to the Fund Office (Page 13)

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POR Page 13 – EA 571

REQUEST FOR MISSION VEHICLE SUPPORT (USDA REG 54-1)	
1. REQUEST FOR MISSION VEHICLE SUPPORT IS SUBMITTED	
A. TYPE OF VEHICLE REQUIRED	B. NUMBER OF PASSENGERS
C. IF PRESENT TYPE OF VEHICLE IS NOT AVAILABLE, IS A SUBSTITUTE ACCEPTABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	D. DATE OR RELIGIOUS EVENT VEHICLE SUPPORT IS REQUIRED
E. THIS VEHICLE WILL BE REQUESTED AT THE TOP	F. THIS VEHICLE IS REQUESTED TO BE RETURNED TO THE TOP
G. OFFICIAL, USER Name, Grade, Organization, and Telephone Number (Sponsoring Chaplain)	
H. REPORTING POINT WHERE THE DRIVER WILL REPORT AFTER PICKUP OF THE VEHICLE FROM THE TOP (Unit, Building No., and Room No.)	
I. DESTINATION (This field is used if the vehicle is required to travel)	J. DRIVER'S HOME Address of record if not stated, if appropriate
K. JUSTIFICATION (How vehicle will be used)	
L. IF AN EXTENDED DISPATCH IS REQUIRED, PROVIDE A VALID JUSTIFICATION. EXTENDED DISPATCHES WILL NOT BE GIVEN FOR CONVENIENCE.	
M. I AM AWARE AND WILL REPORT ALL PERSONNEL USING THIS VEHICLE THAT BREAKS OR WITHIN OR PERSONAL USE OF THIS VEHICLE IS A DIRECT VIOLATION OF MILITARY LAW AND THE UNIFORM CODE OF MILITARY JUSTICE. THIS REQUEST WILL BE SUBMITTED AT LEAST 48 HOURS IN ADVANCE BEFORE THE TIME MISSION VEHICLE SUPPORT IS REQUESTED.	
N. THIS ACTIVITY DOES NOT HAVE TRANSPORTATION AVAILABLE TO MEET THIS REQUIREMENT	
O. OFFICIAL, USER Name, Grade, and Organization (Sponsoring Chaplain)	
P. Sponsoring Chaplain (V): 405-7-798-3006	
Q. SIGNATURE AND DATE	R. SIGNATURE AND DATE
SIGNATURE	SIGNATURE
T. APPROVED BY (Typed Name)	U. TYPE OF VEHICLE APPROVED
V. DRIVER NUMBER	

EA FORM 571-E, 1 JAN 02

EDITION OF 1 JAN 02 IS USABLE UNTIL STOCKS ARE EXHAUSTED.

13

- Attach this EA 571 to EVERY Bus Request that you submit to the Fund Office
- Ensure that all information is accurate
- Review Page 14 for detailed instructions on filling out the EA 571.
- Sponsoring Chaplain sign as the “OFFICIAL USER”.

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- A PO is like a “Check”; Govt’s promise to pay for specific item / service on a specific date
- Don’t lose it – accountable!
- Good only for that DTG!
- Cannot mix / match / swap!

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THE BASIC POR CYCLE

- *Your Idea For A Purchase & You Fill Out A POR*
- *Sponsoring Chaplain Signs POR*
- *NLT MONs, 1630, You LOG-IN POR Into POR DROP-OFF LOG at South Post Chapel (SPC)*
- *POR Is "QC'd" For Correctness / Missing Data**
- *FRIs, 1200-1700, You LOG-OUT PO From PO PICK-UP LOG & Schedule / Confirm Your Purchase*
- ***ONLY THEN, Purchase May Be Executed***
- *Complete Purchase / Submit Receipts Per Instructions and According To Transaction Type*

**If data is incorrect, Sponsoring CH is notified via email, Requester is cc'd, and POR is to be resubmitted by you for next week.*

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TEST YOURSELF . . .

**What Type Of POR
Transaction Is The Correct
One To Utilize?**

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10-MINUTE BREAK

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THE MISC. FORMS PACKET

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MISC V.3 Other Miscellaneous Transactions (Not PORs) 1 APR 11

Rest Ministry Rest Methods Rest Model

Tracking # From NAF CONTRACT DROP OFF Logbook
Fill In This Number As The Final Step Of Submission. When A "Contract Based" Transaction Is Dropped Off At South Post Chapel Fund Office After Sponsoring Chaplain's Signature And Being Logged Into The NAF CONTRACT DROP OFF Logbook!
Exact Amount Being Requested

Requester's Information

Name: _____ Cell Phone: _____
Email: _____ Title: _____
Sponsoring Chaplain: _____ Sub Account: _____
Name Of Person To Be Contracted (If Applicable): _____
Month Being Invoiced (If Applicable): _____

TYPE OF TRANSACTION
(Check ONLY one -- A separate request must be submitted for each type of transaction)
"C" = Contract Based "M" = Miscellaneous

<input type="checkbox"/> Payment Request For Existing NAF Contract(s) -- "C"	Submit 1,2,3,4
<input type="checkbox"/> Payment Request For NAF Childwatch Provider(s) -- "C"	Submit 1,2,3,4,5
<input type="checkbox"/> Request to Contract A Person(s) For An Event -- "C"	Submit 1,2,3,6
<input type="checkbox"/> Regular Friday Commissary Shopping Request (CSR) -- "M"	See Page 7
<input type="checkbox"/> Designated Offering Request (DOR) -- "M"	See Page 8
<input type="checkbox"/> Operation Helping Hands (OHH) Request -- "M"	See Page 9

Step #1 - If submitting a "Contract Based" Transaction, please see Step #2. If submitting a "Miscellaneous" Transaction, please skip to Step #6.
Step #2 - Fill out this Cover Sheet Page and Page 2.
Step #3 - Fill out the appropriate Transaction Page as noted above (1,4,5 or 6).
Step #4 - Submit ONLY the pages needed for your Request to your Sponsoring Chaplain for signature.
NOTE - "Contract Based" requests for payment, must have a Sponsoring Chaplain's signature and sign ALL of the pages you are requesting for payment. Remember you will ONLY be provided compensation for 15 minutes prior to an event and 10 minutes following an event unless you have the CTOF Manager's Approval for an exception.
Step #5 - Submit ONLY the pages needed for your Request to South Post Chapel Fund Office NLT MON COB, 1030 making sure to LOG YOUR NAF CONTRACT TRANSACTION INTO THE NAF CONTRACT DROP OFF LOGBOOK as noted in the shaded box above.
Drop off your POR/NLT COB 1030, Monday, then pick up your Payment Check or review your event contract between 1200-1700 that Friday. If the request is dropped off after Monday COB, it can be picked up between 1200-1700 the NEXT Friday.
Step #6 - Fill out the appropriate Transaction page as noted above (7,8 or 9).
Step #7 - Follow the appropriate and applicable instructions listed on your specified transaction page.
Step #8 - Submit your Transaction in accordance with the instructions listed on the specified transaction page.
NOTE - "M" (Miscellaneous) transactions are handled differently than a "Contract Based" Transaction. Please see instructions listed on the transaction page.

For CTOF Related Information or Questions, Contact Fund Office at USAGYongSanCTOF@usagymc.army.mil

- Just One Packet For ALL OTHER FUND OFFICE FORMS
- Comprehensive Directions For Each Type of Transaction
- Only Submit Pages You Need
- **Incorrect Or Incomplete Forms Returned To Sponsoring CH For Resubmission**

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Page 1 – Cover Sheet

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WSC V.3 Other Miscellaneous Transactions (Not PORs) 1 APR 11

Best Ministry Best Methods Best Model

Tracking # From NAF CONTRACT DROP OFF Logbook
Fill In This Number As The Final Step Of Submission. When A "Contract Based" Transaction Is Dropped Off At South Post Chapel Fund Office After Sponsoring Chaplain's Signature And Being Logged Into The NAF CONTRACT DROP OFF Logbook!
Exact Amount Being Requested

Requester's Information

Name: _____ Cell Phone: _____
Email: _____ Title: _____
Sponsoring Chaplain: _____ Sub Account: _____
Name Of Person To Be Contracted (If Applicable): _____
Month Being Invoiced (If Applicable): _____

TYPE OF TRANSACTION
(Check ONLY one -- A separate request must be submitted for each type of transaction)
"C" = Contract Based "M" = Miscellaneous

<input type="checkbox"/> Payment Request For Existing NAF Contract-- "C"	Submit 1,2,3
<input type="checkbox"/> Payment Request For NAF Childwatch Provider-- "C"	Submit 1,2,3,4
<input type="checkbox"/> Request to Contract A Person(s) For An Event-- "C"	Submit 1,2,3
<input type="checkbox"/> Regular Friday Commissary Shopping Request (CSR)-- "M"	See Page 1
<input type="checkbox"/> Designated Offering Request (DOR)-- "M"	See Page 3
<input type="checkbox"/> Operation Helping Hands (OHH) Request-- "M"	See Page 3

Step #1 - If submitting a "Contract Based" Transaction, please see Step #2. If submitting a "Miscellaneous" Transaction, please skip to Step #6.
Step #2 - Fill out this Cover Sheet Page and Page 2.
Step #3 - Fill out the appropriate Transaction Page as noted above (1,2,3 or 4).
Step #4 - Submit ONLY the pages needed for your Request to your Sponsoring Chaplain for signature.
NOTE - "Contract Based" Requests For Payments, New Hire or Sponsoring Chaplain or Designator must sign ALL of the forms you are submitting for payment. Remember you will ONLY be provided compensation for 15 minutes prior to an Event and 10 minutes following an Event unless you have the CTOF Manager's Approval for an exception.
Step #5 - Submit ONLY the pages needed for your Request to South Post Chapel Fund Office NLT MON COB 1600 making sure to LOG YOUR NAF CONTRACT TRANSACTION INTO THE NAF CONTRACT DROP OFF LOGBOOK as noted in the tracking box above.
Drop off your POR/NLT COB 1600 Monday, then pick up your Payment Check or review your event contract between 1200-1700 that Friday. If the request is dropped off after Monday COB, it can be picked up between 1200-1700 the NEXT Friday.
Step #6 - Fill out the appropriate Transaction page as noted above (1,2,3 or 4).
Step #7 - Follow the appropriate and applicable instructions listed on your specified transaction page.
Step #8 - Submit your Transaction in accordance with the instructions listed on the specified transaction page.
NOTE - "M" (Miscellaneous) transactions are funded differently than a typical POR or "Contract Based" Transaction. Please see instructions listed on the transaction page.

For CTOF Related Information or Questions, Contact Fund Office at USAGYongSan.CTOF@con.army.mil

- Three “Contract Based” Forms Require Page 1 & Logging Into Contract Drop-Off Log Book At Fund Office
- Other Three “Miscellaneous” Forms Are NOT Turned In Via Drop-Off Boxes – Single Page Forms Only
- Simply “Follow The Directions” On Cover Sheet & Each Page

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Page 2 – Supervisory Approval

Supervisory Approvals

SPONSORING CHAPLAIN
(If submitting Page 4 (5), "Payment Request For 607 Childcare Provider", please sign directly on Page 4 (5) in the space provided for the specific event you are verifying as well.)

Justification: _____

My Signature Below Affirms That This Request Supports A Legitimate Government Need

Cell Phone: _____ First Name: _____

Today's Date: _____ Sign Name: _____

OFFICE USE ONLY (CONTRACTOR DO NOT WRITE BELOW):

CTOF CONTRACT REPRESENTATIVE

☐ Contractor Payment (Page 3)

My Signature Below Affirms That I Have Reviewed The Above Named Individual's Contract and Certify That They Are Within The Limit Set Within Their Contract.

☐ Childwatch Care Provider (Page 4 / 5)

Sub-Account	Total Hours	Sub-Account	Total Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL HOURS		\$ \$10/Hour	TOTAL

☐ event Contract (Page 6)

Event Name: _____ Event Date: _____

Today's Date: _____ Sign Name: _____
CTOF Contract Representative

CTOF MANAGER

My Signature Below Affirms That Funds Are Available And Have Been Committed

Today's Date: _____ Signature: _____
Fund Manager

2-Supervisory Approval

For CTOF Related Information or Questions, Contact Fund Office at USAGYongsanCTOF@hrea.army.mil

- For use with Page 3,4/5, and 6 only
- Fill In top block only . . . Rest of form is for Office use only

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Page 4 /5 – Childwatch Payment

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Payment Request For NAF Childwatch Provider
Continuation of Service Page

Event #1		Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____
Sponsoring Chaplain/Designated Representative		
Congregation/Sub-Account Information: _____		
Print Name: _____	Signature: _____	

Event #2		Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____
Sponsoring Chaplain/Designated Representative		
Congregation/Sub-Account Information: _____		
Print Name: _____	Signature: _____	

Event #3		Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____
Sponsoring Chaplain/Designated Representative		
Congregation/Sub-Account Information: _____		
Print Name: _____	Signature: _____	

Event #4		Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____
Sponsoring Chaplain/Designated Representative		
Congregation/Sub-Account Information: _____		
Print Name: _____	Signature: _____	

Event #5		Date: _____
Actual Start Time: _____	Actual End Time: _____	Total Hours: _____
Sponsoring Chaplain/Designated Representative		
Congregation/Sub-Account Information: _____		
Print Name: _____	Signature: _____	

4-NAF Childwatch Provider

For CTOF Related Information or Questions, Contact Field Office at USAGYongsanCTOF@usar.army.mil

- Fill in services performed info
- Turn in Pages 1,2,4, (5+)
- Page 5 is to be used / copied if additional space needed
- Childcare workers maintain this form and request a sponsoring chaplain's signature at the completion of the event.

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Page 6 – Request to Contract

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ENC V.3 Request to Contract A Person(s) For An Event 1 APR 11

WHAT IS A REQUEST TO CONTRACT A PERSON(S) FOR AN EVENT TRANSACTION?
A "Request to Contract Person(s) For An Event" is used for funding special speakers, singers, guests or teachers for a single event or conference. If amount being requested is above the \$250 maximum limit, attendees are encouraged to have the contracted individual(s) pay all costs (transportation, lodging, food, supplies) up front themselves. Since the event is complete, this check is not sent but is given to the individual speaker or related party.

CONTRACTOR INFORMATION

Individual(s) Being Contracted: _____
Mailing Address: _____
Telephone: _____
Email: _____

EVENT INFORMATION

Proposed Event: _____
Sub Account: ☒ Date Event: _____

FUNDING INFORMATION

Amount For:	Estimate	Actual
1. Speaking / Singing / Teaching Stipend (Payment)		
2. Transportation / Airfare (To be reimbursed)		
3. Lodging (To be reimbursed)		
4. Other items / supplies (To be reimbursed)		
TOTAL COST OF CONTRACT		

INSTRUCTIONS FOR YOUR REQUEST

- Submit your request by Monday COB, 1030 to the Fund Office at South Post Chapel. Then come on Friday between 1200-1700 to review the contract and make any necessary changes.
- By the following Wednesday COB, 1030 you will receive a digital copy of the "Event Contract" via email. Forward the "Event Contract" to the Contractor for signature and have the Contractor scan / email the signed copy back to you.
- Forward the signed digital copy to the Fund Office, "USAGYongsanCTOF@usaa.army.mil".
- If you are paying a check directly to the Contractor in person, you must do so at the conclusion of the event, and the earliest you may pick up the Payment Check from the Fund Office is the Friday before your event between 1200-1700.
- If your contract includes bringing in a speaker or guest from off post who does not have pass privileges on USAG-Y please contact RSO Post Pass Clerk at 718-3010 for information and Pass packet at least **FOUR WEEKS** in advance.

For CTOF Related Information or Questions, Contact Fund Office at USAGYongsanCTOF@usaa.army.mil

6 - Request To Contract A Person(s)

- For An Event Singer, Speaker, Accompanist, Teacher, etc.
- IF over \$250, or IF Honorarium has already been given to person once during the Fiscal Year (FY)
- Provide clear cost estimates
- Follow steps

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Page 7 – Commissary Run

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CSR V.3 Regular Friday Commissary Shopping Request 1 APR 11

1. Regular Friday Commissary Shopping Requests (CSR) are submitted differently than a POR.
2. CSRs are made via this form.

3. Fill out form with specific items and total not to exceed (NTE) cost.
4. Take or email CSR to your sponsoring chaplain for signature/approval.
5. Pre-approve items signed CSR from sponsor.
6. Go to Commissary on Friday mornings only. **With a copy of your signed CSR, select your items and be finished shopping by 11am. In order to start the checkout process which begins at 11am, when the Automated Checkout System is open for your items. You must have a copy of signed CSR to enter the system. If you do not have a CSR, you will not be able to enter the system. Items will not be able to enter the system. Items will not be able to enter the system. Items will not be able to enter the system.**

NOTE: (Requests for a time other than 11am on Friday must be submitted, approved, and coordinated by a standard Purchase Order Request (POR) via the standard POR process and timeline.)

Shopper Information

Name: Call Phone #:

Unit/Ministry/Congregation:
(Please list Sub-Assembly #)

Event being Supported (Justification):

Items to be Purchased

Sponsoring Chaplain CSR V

Not to Exceed (NTE) Amount: Date:

Print Name:

Signature:

7 - Commissary Run

- For Normal, FRI 11 AM, Post-wide Commissary Run
- If other time needed, submit a POR via standard timeline
- Must have Chaplain's signature
- **YOU MUST BRING THIS FORM WITH YOU TO THE COMMISSARY.** No exceptions (Having your Sponsoring Chaplain give verbal approval via phone is not acceptable.)
- Be ready to check out at 11AM
- Items will be screened by the Fund Clerk when you check out.

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Page 8 – Designated Offering (DO)

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Designated Offering Request

8 - D.O. Request

INSTRUCTIONS

USAR 100-2 mandates that DOs can only be given to organizations, NOT individuals!

Step #1—Fill out this Designated Offering Request (DOR) Form with ALL required information.

Step #2—Turn in DOR to your Sponsoring Chaplain for Approval.

Step #3—Turn into Religious Support Office for the Garrison Chaplain's approval via Mr. Kim, T38-3011, at least 2 Mondays prior to your offering date.

Step #4—Pick up your approved DOR and scan / send email to Fund Office, USAGYongsanCTOP@korea.army.mil. Please do this to allow the Fund Office enough time to prepare the necessary OCS and bank bag for your request.

Step #5—Bring a copy of the DOR to your service on the day of your DO and present to Chaplain Assistant on duty when signing Offering Control Sheet (OCS).

NOTE—Chaplain Assistant, place this form in the bank bag with the offering.

INFORMATION

Date Designated Offering is to be taken: _____

Name of Organization: _____

Make check to (if offered for organizational tithing): _____

Mailing Address: _____

Telephone: _____

CONGREGATION / GROUP APPROVALS

Designated Faith Group Leader or Contracted Leader, if applicable

Print Name: _____

Date: _____ Signature: _____

Sponsoring Chaplain

Print Name: _____

Date: _____ Signature: _____

GARRISON CHAPLAIN APPROVAL

Date: _____ Signature: _____ Garrison Chaplain

For CTOP Related Information or Questions, Contact Fund Office at USAGYongsanCTOP@korea.army.mil

- At least 2 weeks out
- Sponsoring Chaplain signs
- Bring / send to Ms. Kim at Garrison Chaplain's Office
- Garrison will email / cc Fund Office / Requester
- PUT A COPY OF THE DO IN OFFERING
- Remind Chaplain Assistant

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Page 9 – Op Helping Hand (OHH)

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CHH V.3 OPERATION HELPING HANDS REQUEST 1 APR 11

PROGRAM INFORMATION

1. Operation Helping Hands (OHH) is a program managed by the Religious Support Office and funded by the Chapel Titles and Offerings Fund (CTOF) to assist service members who are unable to meet even the most basic of needs without outside assistance.

2. The OHH program provides the Service Member (SM) with a \$75.00 check written directly to the Commissary.

3. It is the responsibility of the Sponsoring or Unit Chaplain to ensure that all procedures and qualifications have been met before referring a SM.

4. During *Regular Duty Hours*, SMs are referred to the Chapel Garrison NCORC at the Religious Support Office (Bldg 27346, 738-5813).

5. During *Non-Regular Duty Hours*, SMs are unable to receive OHH funding and can be referred to the Chapel Garrison NCORC, contact info above, during the next duty day.

OHH QUALIFICATIONS AND PRE-REQUEST CHECKLIST
(Sponsoring or Unit Chaplain initial on the spaces below if the statement is TRUE)

___ SM is the rank of E-6 and below.

___ SM is within maximum limit of OHH Vouchers for current Fiscal Year (FY)
(Fiscal Year is from October--September. SM is only authorized 2 OHH vouchers per FY)

___ SM has requested assistance from the American Red Cross and the Army Emergency Relief Fund before being referred to OHH.

SERVICE MEMBER:

Rank: Last Name: First Name: M:

Cell Phone: Email Address:

Unit:

SPONSORING CHAPLAIN:

Name:

Unit:

Date: Signature:

CTOF MANAGER:

My signature below affirms that I have reviewed the service member's situation, confirmed that all appropriate procedures were followed, and that the service member qualifies for assistance.

Date: Signature: Fund Manager

9 - O.H.H. Request

For CTOF Related Information or Questions, Contact Fund Office at USAGYongsanCTOF@korea.army.mil

- Program sponsored by the Religious Support Office to assist Service Members and their families in need.
- Can only be given twice during a Fiscal Year (FY)
- Must receive the approval of the Unit / Sponsoring Chaplain and Fund Manager

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Summary Of Enhancements

The image shows two screenshots of USAG-Yongsan RSO forms. The top form is a 'Purchase Order Request (POR)' and the bottom form is 'Business Transactions (Not PORs)'. Both forms have a large '1 - Cover Sheet' label overlaid on the right side.

- Full-time Customer Care Rep!
- “ALL” Fund Office Forms Clarified, Step-By-Step Instructions Into 2 Packets: POR & Misc. Forms
- Goal is to be **BEST FUND** in the Army by balancing Army’s needs and customer’s desires w/ Care, Courtesy, Competence & Excellence

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New Forms Used As Of Monday, 6 JUN 2011

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THANK YOU !!!

**Progress & Improvements Not Possible
Without
YOU & YOUR COOPERATION!**

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