

SAMPLE REQUEST FOR USE OF ENTERTAINMENT FUNDS

MEMORANDUM

TO: Director, Peace Corps  
THRU: CFO  
FROM: AD/IO  
SUBJECT: Request for Use of Entertainment Funds

Approval is requested for use of entertainment funds in connection with the following:

FUNCTION

Lunch for officials of the Ghanaian Ministry of Education on August 15, 1996 in Washington, DC.

PURPOSE

For a meeting with ministry officials to discuss recently implemented changes in teaching methods in Ghana and the possible effect upon training methods at the universities. Peace Corps staff will pay for their own lunches.

NAMES AND TITLES OF OFFICIALS

- a.
- b.

NAMES AND TITLES OF PEACE CORPS OR OTHER UNITED STATES GOVERNMENT EMPLOYEES TO BE PRESENT

- a.
- b.
- c.
- d.

ESTIMATED COST

\$30.00

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

DATE \_\_\_\_\_

CONCURRENCE \_\_\_\_\_

Chief Financial Officer

\_\_\_\_\_  
Date