

Date

From: Commanding Officer, USS _____
To: Commander, Navy Exchange Service Command (Code A)

Subj: REQUEST FOR INTERIM TRANSFER OF SHIPS STORE PROFITS

Ref: (a) NAVSUP Pub 487

1. In accordance with paragraph 8304 of reference (a), authority is requested to transfer ship store profits to the USS _____ Welfare and Recreation Fund prior to the end of the accounting period. The following information is provided:

Monthly Sales	Retail	Drink Vending	Total
Month 1	\$	\$	\$
Month 2	\$	\$	\$
Month 3	\$	\$	\$
Month 4	\$	\$	\$
Markdowns below cost to date	\$	\$	\$
Other anticipated expenses	\$	\$	\$

2. Provide a brief explanation as to the reason for the request.
3. Point of contact is _____ phone, _____ fax, _____ email.

Signature of Commanding Officer
Or by direction

Copy to:
Type Commander
DFAS OPLOC Norfolk, VA (Code NIBMC)