**Appendix D**

**Sample Request for Increase for Commissary Dollar or Liquor Limits**

(Letterhead)

Office Symbol Date

MEMORANDUM THRU (UNIT/AREA COMMANDER)

FOR USFK ACofS J1, ATTN: FKJ1-12, Unit #15237, APO AP 96205-5237

SUBJECT: Request for Increase for Commissary Dollar or Liquor Limits

1. Request that I be authorized to purchase (fill in amount, dollars for commissary, # of units for liquor) in excess of my normal monthly limits for the month(s) of (fill in month). I am presently authorized (fill in amount) per month. This exception is requested because (state reason).

2. I certify that this is my (fill in number) application for exception to limits during the past 12-month period, and the (fill in number) request for this reason.

3. POC for this request is the (Rank, Name, Duty Phone, and email address).

 Signature Block of Requestor

1st Ind, (Office Symbol)

MEMORANDUM FOR HQ USFK, ACofS, J1, ATTN: FKJ1-12, Unit #15237, APO AP 96205-5237

Recommend/Do not Recommend

 Signature Block of Unit/Area Commander

 (or civilian equivalent)

(As required) 2nd Ind, (Office Symbol)

MEMORANDUM FOR HQ USFK, ACofS, J1, ATTN: FKJ1-12, Unit #15237, APO AP 96205-5237

Recommend/Do not Recommend

 Signature Block of Unit/Area Commander

 (or civilian equivalent)