



4061  
10 Jun 2008

## MEMORANDUM

From: Commanding Officer, USCGC UNDERWAY (WMEC-905)      Reply to  
Attn of:

To: Commandant (CG-11), U. S. Coast Guard  
Thru: (1) Commander, Integrated Support Command Boston  
(2) Commander, First Coast Guard District

Subj: REQUEST LIQUIDATION OF DINING FACILITY DEFICIT

Ref: (a) Food Service Manual, COMDTINST M4061.5, ch. 7-B-7

1. In accordance with reference (a), this unit is requesting the liquidation of \$65.00, which has been carried on all reports as of January 2006. The amount shown above has been carried as receivables to be collected and as of this date has not been received at this unit. All efforts to locate this individual have been unsuccessful.

2. Request the above amount be deducted from the units AFC 30 account, X/X/XXX/XXX/XX/X/XX. (If the unit has the funding, they will decide which funds the moneys are to be deducted from. If no funding is available, omit the accounting string, units Group or District will decide whom will supply the funding. The FSO must ensure a copy of the approved liquidation letter is sent to FINCEN along with the monthly CGDF Operating Statement (2576).)

I. R. Captain

SAMPLE

1. Word as necessary
2. Use units accounting line
3. CO's signature required

Reference Food Service Manual M4061.5, Ch. 7-B-7