

MEMORANDUM

Date: _____

From: _____

To: Dining Facility's, Store Front Manager

Subj: REQUEST TO PURCHASE CEREMONIAL DECORATED CAKE

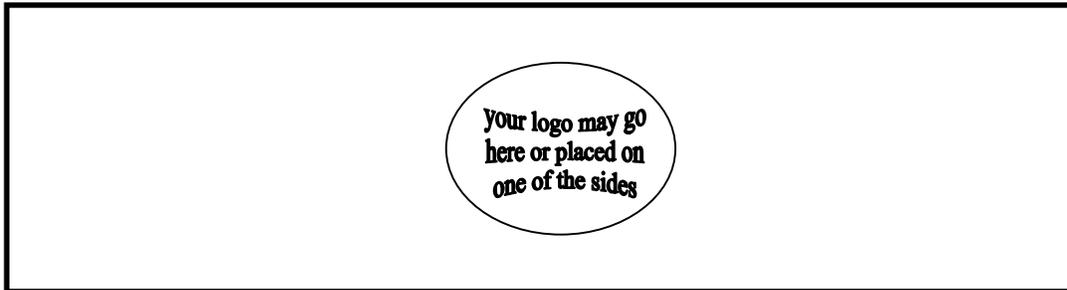
Ref: (a) NAVSUP P-486, paragraph 2603

1. As per reference (a), the general mess may support these purchase requests only if adequate personnel and facilities exist to support the additional workload.

2. Cake Request.

- a. DATE CAKE IS TO BE PICKED-UP: _____
(DATE) (TIME)
- b. COMMAND REQUESTING CAKE: _____
- c. COMMANDS POINT-OF-CONTACT: _____
- d. POINT-OF-CONTACTS PHONE NUMBER: _____
- e. PORTIONS OF CAKE NEEDED: 50 portions 100 portions 200 portions

3. Wording to be placed on cake. Please print legibly, your command logo will be placed accordingly:



4. Requests for the purchasing of a cake must be approved by a requesting Commands E7 or above.

COST OF CAKE \$ _____

Commands Approval

- NOTE: 1. Requests for ceremonial decorated cakes must be submitted at least five (5) working days prior to pickup.
2. Commands must provide their own paper plates, plastic forks, cake knives and serving utensils.
3. A color copy of the commands logo must be submitted when requesting a decorated ceremonial cake.
4. A cake board must be provided for a 200 or more portion decorated ceremonial cake.

Sale of decorated cake is approved by (SFM); _____

Decorated cake was paid for and picked-up by; _____
(print name, date and time of pick-up)

Name of MS turning over cake _____ Signature of person receiving cake _____