



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 7210.3F  
3FA  
16 OCT 1997

STATION ORDER 7210.3F

From: Commanding Officer  
To: Distribution List

Subj: UTILITIES FOR VENDING AND AMUSEMENT MACHINES

Ref: (a) NAVCOMPTMAN, Vol. 3 (NOTAL)

Encl: (1) Vending Machine Log Format  
(2) Utility Report Worksheet Form  
(3) Vending Machine Utility Charge Report

1. Purpose. To establish procedures for reporting and reimbursing appropriated funds for utilities used for vending and amusement machines.

2. Cancellation. StaO 7210.3E.

3. Information. The reference states that appropriated funds will be reimbursed in advance for utilities for vending and amusement machines. In the absence of an actual meter reading, the following formula will be used to calculate the monthly charge for each machine that is supplied utility service.

<u>Voltage</u>	X	Nameplate	X	Hrs Use	X	No. Days	Used	X	NAVCOMPT	=	Monthly
1000		Amps		Per Day		Per Month			Rate		Charge

NOTE: The use per day, when estimated, should be no less than 8 hours for 30 days per month.

4. Action

a. A log of vending machines by vendor will be maintained by a designated person in the Morale, Welfare and Recreation (MWR) Department. This log will include the entry date (Julian), MCX number, machine serial number, type of machine (candy, video, etc.), voltage/amp code and location, as shown in enclosure (1).

b. A tally sheet (enclosure (2)) will be used to determine the number of machines in each code (voltage and amps) as shown thereon. A total of each code will be entered on the monthly report (enclosure (3)) and submitted to the Facilities Management Officer. The tally worksheet should be retained in the MWR Office for audit purposes. To ensure that all

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vending machines have been accounted for, a machine reconciliation showing total machines reported on the utility report plus those machines which are located in MCX buildings, equal the total number of machines requiring electrical energy.

c. The designated representative from the MWR Office will prepare enclosure (3) and submit to the Facilities Management Officer on the first workday of each month.

d. The Facilities Management Officer will calculate the monthly charge and include the usage and costs in the request for monthly utility allocations forwarded to Financial Operations to be billed to the MWR reimbursable account on a monthly basis. NOTE: Charges/billings will NOT be made for any machine located in a building for which the Marine Corps Exchange is paying utilities for the entire building.

e. Since payment is required in advance and is based on vending machines on-hand on the first day of the month, additions/deletions during the month will be adjusted in each subsequent month's bill. The information submitted on the first workday of the month will be utilized in computing the billing for that month.

f. MWR will reimburse MCAS Yuma by forwarding payment for the amounts billed on a monthly basis to:

Defense Finance and Accounting Service-KC  
Field Accounting Directorate (ALOR)  
1500 East 95th Street  
Kansas City, MO 64197-0001

Checks will be made payable to "U.S. Treasury."

5. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

  
C. J. TURNER

DISTRIBUTION: SPL  
3BH1 (2)  
3JA (2)  
3FA (3)



UTILITY REPORT WORKSHEET FORM

Utility Report Worksheet Period (Date, i.e., 1 Jan 97 - 31 Jan 97)

MCX Accumulation of Vending Machines by Volt/Amp Code (excluding machines located in Bldgs 545, 561, 598, 633, 676, 690, 692, 693, 964, and 1051).

<u>CODE</u>	<u>VOLTAGE</u>	<u>AMPS</u>	<u>TALLY</u>
AA	120/1000	2.0	_____
AB	120/1000	2.8	_____
AC	120/1000	3.2	_____
AD	120/1000	5.7	_____
AE	120/1000	8.0	_____
BB	120/1000	2.8	_____
BF	120/1000	8.5	_____
BG	120/1000	11.0	_____
BH	120/1000	15.0	_____

TOTAL MACHINES

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VENDING MACHINE RECONCILIATION:

Shown on Utility Report	xxxx
Excluded - (located in MCX bldgs)	xxx
Total Machines on Contract/Log	xxx

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VENDING MACHINE UTILITY CHARGE REPORT

From: Services Secretary

To: Facilities

Ref: (a) StaO 7210.3F

Subj: VENDING MACHINE UTILITY CHARGE REPORT

1. As required by the reference, subject report for the month of MAY 1997 is as follows:

a. Total machines charged: 204

b. Breakdown of charges follows:

<u>Company</u>	<u>Amps</u>	<u>No. of Machines</u>	<u>N/C MWR Buildings</u>	<u>N/C Temp. Barracks</u>	<u>Total Charged</u>
Pepsi	6.0	9	0	0	9
(Soda)	8.0	2	0	0	2
	9.0	68	3	1	64
	10.0	32	3	4	25
Pepsi	9.0	62	5	8	49
(Juice)					
Pepsi	2.0	68	8	5	55
(Snack)					

2. Machines located in Buildings 545, 561, 598, 633, 676, 690, 692, 693, 964, and 1051 are not charged because they are "MWR Buildings", and utilities are paid for each of these buildings based on current meter readings or agreed upon engineering estimates.

ENCLOSURE (3)