



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
POSTAL SERVICE CENTER BOX 8009
CHERRY POINT, NORTH CAROLINA 28533-0009

MCCSO 1710.1C
MCCS
1 Apr 13

MARINE CORPS COMMUNITY SERVICES ORDER 1710.1C

From: Chief Executive Officer
To: Distribution

Subj: VENDING MACHINE REFUNDS

Encl: (1) MCCS 000-1 Form

1. Purpose. To establish uniform procedures for vending machine refunds.

2. Cancellation. MCCSO 1710.1B

3. General.

a. To facilitate refunds to persons who lose money in vending machines operated under contract with Marine Corps Community Services (MCCS), refunds will be made by all MCCS resale and service activities.

4. Action.

a. When a refund is made, enclosure (1) will be completely filled in by the MCCS employee. The person receiving the refund must sign his/her name in the place provided on the form.

b. Managers/Supervisors of MCCS activities will use their change funds to make refunds. Managers/Supervisors will forward the completed forms to the Accounting Department as deemed necessary for reimbursement. The Accounting Department will reimburse the MCCS activity.

A handwritten signature in black ink, appearing to read "Mike Largent".

MIKE LARGENT

DISTRIBUTION STATEMENT: Approved for electronic distribution.

MCCS VENDING REFUND SLIP

NAME: _____

PHONE: _____

BLDG#: _____

TYPE OF MACHINE: _____

AMT OF REFUND: _____

REASON FOR REFUND: _____

REFUND RECEIVED BY SIGNATURE: _____

REFUND ISSUED TO SIGNATURE: _____

DATE OF REFUND: _____

MCCS VENDING REFUND SLIP

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