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Financial Management

89 AW IN-FLIGHT SERVICE FUND

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This instruction outlines policy and procedures for the 89 AW In-Flight Service Fund (IFSF). It applies to all members of the 89 AW. This instruction references AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, and AFI 34-219, *Alcoholic Beverage Program*, and various other 34-series instructions for procedural guidance.

SUMMARY OF REVISIONS

This revision provides procedures for crew meals relative to canceled missions; further emphasizes the self supporting nature of the IFSF and how this prohibits the practice of absorbing losses or costs associated with canceled missions (Para 3.); more specifically addresses disposition of excess funds; updates various regulation references; establishes authorizes a bulk purchase program; includes procedures to follow when using agency cancels a mission after purchases have been made using the IFSF but before the mission has departed from Andrews (Para 6.3.1.); provides procedures to follow when missions are canceled through no fault of the using agency (Para 6.3.2.); and deletes 2 percent surcharge and adds a minimal maintenance fee (Para 6.1. & A1.12.12). Change 1 updates the commissary tipping table (Attachment 5). A “|” indicates revised material since the last edition.

1. General. The 89 AW provides transportation for high-ranking government, military, and international dignitaries. This mission includes in-flight food and beverage service to the passengers. The IFSF provides the funds in advance to procure these items when passengers cannot provide funds prior to departure. Whenever possible, funds are collected in advance by the Flight Attendant (FA) from the mission contact officer. When this occurs, FAs may draw advance funds from the IFSF for crew meals. The goal of the IFSF is to provide high quality, low cost service to all passengers.

2. Establishment/Designation:

2.1. Status. The IFSF is a special supplemental mission services activity established under the guidance of AFI 65-106 and managed under AFI 34-201, *Use of Nonappropriated Funds*. The fund was

initiated with private contributions and is a self-supporting revolving fund receiving neither APF nor NAF external financial support.

2.2. Title. The fund is designated the 89 AW In-Flight Service Fund.

3. Authority/Limitations. The IFSF is limited to activities that satisfy in-flight and en-route passenger requirements for special air missions (SAM). Authority to extend its activities is at the discretion of the 89 AW Commander. The authority will be included in the mission approval document or the appropriate IFSF records. Monitors of the IFSF do not have approval authority for services requested and reimbursed by the passengers. The fund will maintain an equity level sufficient to ensure that it remains self-supporting. No long-term profit is sought beyond that which is necessary to defray operational expenses, adjusting to varying demand levels based on mission requirements, and inflation. The consumer price index (food and beverage) will be used to determine the inflation rate. As a self-supporting fund, the IFSF is not designed, nor is it possible, for it to absorb the costs associated with canceled missions without applying a prohibitive surcharge on all 89 AW missions. Reimbursements for canceled missions will be handled in accordance with paragraph 6.4. All excess funds, as determined by the Fund Council and 89 AW Commander, will be distributed to the Andrews Air Force Base Morale, Welfare and Recreation (MWR) Fund on a fiscal year basis.

4. Authorized Activities:

4.1. Fund Management. Maintain bank account, purchase contracts, and other management operations. The fund monitors must keep accurate financial records. Fund representatives may deal directly with customers and suppliers to settle bills and make other financial arrangements. The fund is managed in accordance with AFI 34-201, and AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*.

4.2. In-Flight Imprest Fund Activity. Maintain sufficient funds in a revolving account to make advances to FAs on missions where such is not available from the passengers. After each mission, the FA will settle mission expense by cash, check and/or through billing procedures if authorized.

4.3. Beverage Inventory. Maintain an inventory of miniature beverages for use on all missions. Beverages will also be included in rapid response (alert) kits.

4.4. Procurement. The IFSF custodian is designated the contracting officer for the IFSF. This authority may not be delegated. All beverage purchases must comply with AFI 34-219.

4.5. The IFSF council may authorize other activities which are needed, but these must be shown in fund records.

5. Duties and Responsibilities:

5.1. Wing commander or designated representative. 89 AW/CC or designated representative has control over IFSF; appoints the custodian; approves council minutes and financial statements.

5.2. Fund Council. The council will meet quarterly to discuss fund operations, policy changes, and recommend actions for wing commander approval. The operations group commander chairs the IFSF Council. Membership will include:

5.2.1. 1 AS Commander

5.2.2. 89 SPTG NAF Financial Management Officer

- 5.2.3. 99 AS Commander
 - 5.2.4. 89 CPTS, Commander (non-voting)
 - 5.2.5. 1 AS FA Representative
 - 5.2.6. Fund Custodian (recorder/non-voting)
 - 5.2.7. 99 AS FA Representative
 - 5.2.8. Fund Accountant (non-voting)
 - 5.2.9. 89 OG Standardization FA
 - 5.2.10. Fund Cashier (non-voting)
 - 5.2.11. 89 AW Staff Judge Advocate
- 5.3. Custodian. Reports directly to 89 AW/CC on all matters concerning the IFSF. Has executive control and management of the IFSF. Duties include the following:
- 5.3.1. Overall supervision of IFSF activities.
 - 5.3.2. Review all monthly financial statements and approve all journal vouchers.
 - 5.3.3. Approve all purchases on AF Form 2209, **Non-appropriated Fund Order for Supplies or Services**.
 - 5.3.4. Certify all purchase payments on AF Form 2539, **NAF Disbursement Request**.
 - 5.3.5. Review bank statement reconciliation.
 - 5.3.6. Compile the agenda for the council meeting. Brief the council on the operation, financial status, and overall condition of the fund. Prepare meeting minutes for approval.
 - 5.3.7. Ensure all auditors or inspectors are briefed on the sensitivity of passenger data prior to an audit or inspection.
 - 5.3.8. Brief newly assigned personnel, the wing commander and members of the IFSF council, with an overview of fund operations, policies and procedures.
 - 5.3.9. Receive, safeguard, disburse and account for all funds, property, records, and other assets IAW AFI 34-201 and AFI 34-202, *Protecting Nonappropriated Fund Assets*.
 - 5.3.10. Perform any other managerial function as directed by the 89 AW Commander.
- 5.4. Accountant. Appointed by and reports directly to the custodian on all matters pertaining to the fund. Reference AFMAN 34-214, *Procedures for Nonappropriated Funds Management and Accounting* for proper accounting procedures. Performs the following duties:
- 5.4.1. Performs professional, standardized accounting control IAW AFI 34-201, *Use of Nonappropriated Funds*.
 - 5.4.2. Prepares and submits invoices for all billing requests on 89 AW Form 54, **In-Flight Service Fund Invoice**.
 - 5.4.3. Prepares monthly financial statements NLT the seventh workday following the end of the reporting period.
 - 5.4.4. Maintains all accounts receivable with supporting documentation.

- 5.4.5. Conducts surprise cash and inventory counts quarterly and when directed by the fund custodian.
- 5.4.6. Establishes and maintains all financial records IAW AFI 37-138, *Records Disposition—Procedure and Responsibilities* and AFMAN 37-139, *Records Disposition Schedule*.
- 5.4.7. Provides statistical analysis and special studies to portray and interpret the financial condition of the fund when directed by the fund custodian.
- 5.4.8. Prepares all purchase agreements and payment vouchers.
- 5.4.9. Develops and coordinates operating instructions relating to internal controls and protection of fund assets.
- 5.4.10. Briefs the custodian on all financial matters and reports all discrepancies in mission documents.
- 5.4.11. Performs any other accounting function as directed by the IFSF custodian.
- 5.5. Cashier. The cashier will report directly to the custodian on all matters pertaining to the IFSF. Responsible for the day-to-day operation of disbursing and collecting of funds. Performs the following duties:
- 5.5.1. Receives, safeguards, disburses and accounts for funds and property belonging to the IFSF IAW AFI 34-201 and AFI 34-202.
- 5.5.2. Completes in triplicate, 89 AW Form 5, **In-Flight Service Fund Transaction Report**, to document all transactions. One copy is forwarded to 89 CPTS/FMAB. When the mission is complete, the cashier forwards a completed 89 AW Form 5 to 89 CPTS/FMAB. A copy is returned to the FA.
- 5.5.3. Prepares 89 AW Form 31, **In-Flight Service Fund Accounts Receivable Credit Voucher**.
- 5.5.4. Prepares 89 AW Form 6, **In-Flight Service Fund Daily Activity Report**.
- 5.5.5. Records and logs in all checks and negotiable instruments received.
- 5.5.6. Reviews and verifies AMC Form 410, **Mission Expense Record**, for completeness, legibility, accuracy and signatures.
- 5.5.7. Obtains signatures for all funds and inventory advanced and collected for each SAM.
- 5.5.8. Performs a physical inventory at end of month.
- 5.5.9. Performs a physical count of funds on-hand on a daily basis.
- 5.5.10. Notifies the custodian immediately in the event of any discrepancy pertaining to funds.
- 5.5.11. Replenishes alert funds upon notification from command post.
- 5.5.12. Performs any other function as directed by the IFSF custodian.
- 5.5.13. Notifies 1 AS and 99 AS FA schedulers when there will not be a cashier available.
- 5.6. Flight Attendant. The FA is a very important link in the chain of service for the passengers. They are responsible to the wing and aircraft commander for the accurate and timely completion of all SAM expense forms. Duties include the following:

5.6.1. Estimate the cost and purchase of the food, beverage and special request items for each mission. In order to reduce costs, FAs will utilize bulk purchase program inventory items to the maximum extent possible.

5.6.2. Receive funds from the agency contact officer for missions confirming 72 hours prior to departure date. Short-notice missions (confirmation with less than 72 hours) and missions requiring \$300 or less may utilize IFSF resources. Funds will not be loaned to other missions without concurrence of FA superintendent.

5.6.3. Request funds and/or beverages from the IFSF on 89 AW Form 5 in triplicate. Receives a copy of the completed 89 AW Form 5 upon mission completion. The aircraft commander approves each advance request. In the event the aircraft commander is not available, the squadron commander, operations officer, pilot scheduler, squadron operations center officer, or command post duty officer will approve the advance.

5.6.4. Obtain receipts for all purchases made for the SAM. Statement in lieu of receipt may be used if a receipt is not available. Purchases for personal use, crew meals or unrelated expenses will not be included on the same purchase receipt or reflected on the AMC Form 410.

5.6.5. Commissary Tipping. See Attachment 5. This chart is a standard for maximum amounts to be used when tipping at the commissary. Tip for passenger and crew bills separately. This standard does not replace common sense and good judgment.

5.6.6. During non-duty hours, funds and/or beverages will be obtained through the command post. Settlement of the advance will be accomplished with the IFSF cashier.

5.6.7. Dispose of all unused items IAW paragraph 6 of this instruction.

5.6.8. If a loss of funds occurs comply with AFI 34-202, Chapter 6.

5.6.9. Comply with DoD 5500-7, *Standards of Conduct*, and AFI 34-219 on all SAM purchases and transactions.

5.6.10. Complete AMC Form 410 per instructions in **Attachment 2**. (Example AMC Form 410 also in **Attachment 3** and **Attachment 4**).

5.6.11. Turn in all completed mission packages, beverages, and money to the IFSF within 4 work-days.

5.6.12. Billed missions. Turn in three copies of the AMC Form 410, three copies of the manifest for each leg, and all receipts. For missions paid in full: Turn one copy of the AMC Form 410 and one copy of the manifest for each leg.

5.6.13. Ensure the AMC Form 410 is complete, legible, accurate, and has all required signatures.

6. Operating Policies:

6.1. Intent. The IFSF provides high service at minimum cost. Each meal served will include a minimal fund maintenance fee to cover spoilage, losses, account maintenance, etc. Authorized beverages are sold at prices determined by the fund council and approved by the 89 AW Commander. The IFSF must keep adequate working capital for mission demand as directed by the 89 AW Commander.

6.2. Credit. Passenger requests for billing arrangements are approved by 89 OG/CC or the fund custodian. Bill is due payable 30 days from the date the invoice is mailed by the fund accountant. Out-

standing accounts receivable more than 30, 60 or 90 days past due require special follow-up action by the custodian, operations group commander or the wing commander. Billing privileges may be suspended for all customers having delinquent accounts over 90 days past due. Accounts receivable billings over 90 days outstanding will be considered doubtful and reflected in financial records as bad debts. Accounts receivable over 1 year old may be written off and removed from the accounts receivable upon decision by the Fund Council.

6.3. Canceled Missions:

6.3.1. If a mission is canceled by the using agency after purchases are made using the IFSF but before the mission has departed from Andrews, the agency will be billed for the expenses. Prior to billing the agency, the First FA will attempt to return unused items. The First FA will coordinate with the contact officer for disposal instructions of any items that can not be returned. The agency will be billed for all non-returnable items regardless of acceptance of such items. Under no circumstances will IFSF, aircrew, or ground support personnel use these items for personal consumption. If a mission is canceled by the using agency after departing from Andrews, the agency will be responsible for the cost of items used by the party and all remaining unused items.

6.3.2. On missions canceled through no fault of the using agency (e.g., higher priority user requested the aircraft), the First FA will attempt to return unused items or sell the items at cost to another SAM. The IFSF will absorb the cost of all unsold items. Under no circumstances will IFSF, aircrew, or ground support personnel use the items for personal consumption.

6.4. Completed Missions. All unused items, (purchased with agency funds or IFSF money to be reimbursed by the agency), become the property of the using agency after the mission is completed. The FA transfers all unused items to the contact officer. The FA will follow the contact officer's disposition instructions. All perishable items not expended will be disposed of in trash containers prior to departing the aircraft. In the event the agency contact officer does not wish to accept the unused nonperishable items, the FA will return items to the place of purchase or add them to the bulk purchase program inventory. Under no circumstances will items be used for the personal consumption of IFSF, FA, aircrew or ground support personnel.

6.5. Space Available Meals. Normally, space available passengers are served flight meals, per AFI 34-401, *Flight Food Service Management*, unless prior arrangements are made with the aircraft commander.

6.6. Fund documents are treated as privileged information under the Freedom of Information Act (FOIA) 5 U.S.C. 552. Where privileged treatment is permitted by the FOIA (or mission is close-hold or classified) the information is released only upon approval of the passenger (or designated representative) or the 89 AW Commander.

6.7. Audits and Inspections. The IFSF custodian and accountant ensure the auditors and inspectors are briefed by the 89 AW Commander on the funds mission. Briefing is completed prior to releasing fund records and documents.

7. Forms Prescribed:

7.1. 89 AW 5, IFSF Transaction Report

7.2. 89 AW 54, IFSF Invoice

7.3. 89 AW 6, IFSF Daily Activity Report

7.4. 89 AW 31, IFSF Accounts Receivable Credit Voucher

JAMES A. HAWKINS, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-201, *Use of Nonappropriated Funds*

AFI 34-202, *Protecting Nonappropriated Fund Assets*

AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*

AFI 34-219, *Alcoholic Beverage Program*

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*

Abbreviations and Acronyms

APF—Appropriated Funds

FA—Flight Attendants

FOIA—Freedom of Information Act

IFSF—In-Flight Service Fund

MWR—Morale, Welfare, and Recreation

NAF—Nonappropriated Funds

SAM—Special Air Mission

Attachment 2**INSTRUCTIONS FOR COMPLETING AMC FORM 410, MISSION EXPENSE RECORD**

NOTE: The following are instructions for all 89 AW Special Air Missions:

A2.1. AMC Form 410: AMC Form 410 must be correctly completed for all Special Air Missions, regardless of who supplies the funds/assets for the mission. Personal items are not authorized to be included on the AMC Form 410. A separate AMC Form 410 will be completed for the crew.

A2.1.1. Mission Number: One mission number normally applies. The exception is when a mission number is assigned to two or more separate legs of travel.

A2.1.2. Aircraft Type and No.: Enter this information from the SAMMS.

A2.1.3. Destination: Enter this information from the destination block on the SAMMS.

A2.1.4. Date: Put first and last date of the mission

A2.1.5. Using Agency: Enter the code from the Using Agency block on the SAMMS.

A2.1.6. Food Expense: Each receipt must be numbered and recorded on separate line entries in the appropriate section. The "LOCATION" must indicate the store or agency where the items were purchased. Continue on a second AMC Form 410 when this block is full. Diagonally line through the block and write "NO EXPENSES INCURRED" if this area is not used.

A2.1.7. Passenger Meals Served/Load Summary: Record actual number of meals served in this area. In the block labeled "Planned Pax Load", use the number from your contact. If the block labeled "Actual Pax Load", put the actual passenger count if the passenger load stays the same throughout the mission. Put "See Manifests" in this block if the passenger load varies throughout the mission.

A2.1.8. Special Request Items: Beverage purchases (beer, wine, spirits, newspapers, birthday cakes, and special items) requested by the contact are recorded on separate line entries in the "SPECIAL REQUEST ITEMS" section.

A2.1.9. Billing Data: All AMC Forms 410 must have the name of the on-board contact officer, phone number, and billing data sections completed. Billing data **MUST** contain a **COMPLETE** mailing address. **EXCEPTIONS:** Not required for missions with no expenses incurred and the crew AMC Form 410.

A2.1.10. Certification:

A2.1.10.1. SIGNATURE OF AIRCRAFT COMMANDER - Self-explanatory

A2.1.10.2. SIGNATURE OF FA - Signed by the first FA

A2.1.10.3. SIGNATURE OF ESCORT OFFICER - Signed by the onboard contact or escort officer. If not onboard, or not available, then the aircraft commander must sign this block. Not required for crew AMC Form 410 or if there were no expenses incurred.

A2.1.10.4. Upon mission termination, the first FA will annotate the method of disposal of leftover items on the reverse side of AMC Form 410 (see [Attachment 4](#)). If the onboard contact accepts the leftover items, "ALL LEFTOVER ITEMS WERE GIVEN TO THE AGENCY CONTACT OFFICER," will be annotated on the reverse side. If the onboard contact does not accept leftover items, "ALL LEFTOVER ITEMS DISPOSED OF PER AGENCY CONTACT OFFICER'S

INSTRUCTION," will be annotated on the reverse side. In all instances, the first FA will sign the reverse side of the form and will brief the aircraft commander of the circumstances concerning the disposal of all leftover items.

A2.1.11. Payment/Expense Summary:

A2.1.11.1. Block 1: ADVANCE AGENCY PAYMENT - Will only include advance funds received from the agency/contact officer prior to departure. Do not include any advance received from the IFSF.

A2.1.11.2. Block 2: EN ROUTE AGENCY PAYMENTS - Will only include funds received from the agency/contact officer while en route.

A2.1.11.3. Block 3: TOTAL ADVANCE PAYMENTS - Total of Blocks 1 and 2.

A2.1.11.4. Block 4: FOOD EXPENSE - Carry over from total food cost.

A2.1.11.5. Block 5: SPECIAL REQUEST EXPENSE - Carry over from total special request items cost.

A2.1.11.6. Block 6: MINIATURES - Total miniatures sold regardless of cash or charge.

A2.1.11.7. Block 7: TOTAL PASSENGER EXPENSE – Total of Blocks 4, 5 & 6.

A2.1.11.8. Block 8: REFUND DUE AGENCY - If Block 3 exceeds Block 7, difference is amount due agency, otherwise leave blank. Refunds are handled by the FA.

A2.1.11.9. Block 9: TERMINATION PAYMENT - Amount paid by agency/contact officer at termination of mission.

A2.1.11.10. Block 10: AMOUNT TO BE BILLED - Block 7 minus Block 9.

A2.1.11.11. Block 11: ADDITIONAL MINIATURES - Additional miniatures not previously included in Block 6.

A2.1.11.12. Block 12: N/A. The IFSF will not charge a 2% surcharge as the minimal fund maintenance fee will cover minor expenses such as food spoilage etc.

A2.1.11.13. Block 13: REVISED AMOUNT TO BE BILLED - Add Blocks 10 through 12. The circled numbers correspond to instructions for completing this form.

Table A2.1. Mission Expense Record

MISSION EXPENSE RECORD									
MISSION NO. (2)		AIRCRAFT TYPE AND NO. (3)		DESTINATION (4)		DATE (Day, month and year) (5)		USRR AGENCY (6)	
5675		C-20B/60201		Europe		FROM 10 Dec 96 TO 14 Dec 96		L	
FOOD EXPENSE (7)					PASSENGER MEALS SERVED (8)				
DATE	LOCATION	DESCRIPTION	AMOUNT	DATE	PLANNED FAX LOAD	SURCH	DRIVER	BRACES	
1. 7 Dec 96	Commissary Andrews AFB MD	Bulk Food	\$68.48	7 Dec 96			24	24	
2. 7 Dec 96	Commissary Andrews AFB MD	Bulk Food	\$34.39	7 Dec 96	22	22			
3. 8 Dec 96	Giant Clinton MD	Bulk Food	\$43.60						
4. 13 Dec 96	Le Supermarket Paris, France	Bulk Food	\$43.00						
TOTAL FOOD EXPENSE			\$189.47	TOTALS	22	22	24	24	
SPECIAL REQUEST ITEMS (7) (9)				PASSENGER MEALS/LOAD SUMMARY					
DATE	LOCATION	DESCRIPTION	AMOUNT	TOTAL FAX MEALS SERVED	PLANNED FAX LOAD	ACTUAL FAX LOAD	See manifest		
5. 7 Dec 96	Four Seasons Andrews AFB MD	Beverages	\$24.30	92	25				
6. 10 Dec 96	Shoppette Andrews AFB MD	Newspapers	\$4.50	(12) PAYMENT/EXPENSE SUMMARY					
7. 14 Dec 96	Francois Newstand Paris, France	Newspapers	\$4.50	ITEM		AMOUNT			
8. 13 Dec 96	Monique's Flowers Paris, France	Flowers	\$24.00	1. ADVANCE AGENCY PAYMENT		\$0.00			
				2. ENROUTE AGENCY PAYMENTS		\$0.00			
				3. TOTAL ADVANCE PAYMENTS		\$0.00			
				4. FOOD EXPENSE		\$189.47			
TOTAL SPECIAL REQUEST ITEMS COST				5. SPECIAL REQUEST EXPENSE		\$57.30			
BILLING DATA (10)				AGENCY CONTACT		8. MINATURES		NO. COST	
DEPARTMENT/OFFICE SYMBOL US ARMY/OOLL SALL-P				NAME OF CONTACT P. Elliot		6		\$2.00	
ATTENTION OF 1 Lt Col Paul Elliot				ROOM NUMBER 2-C-638		7. TOTAL PASSENGER EXPENSE		\$258.77	
CITY, STATE, ZIP CODE Washington DC 20330				BUSINESS PHONE NUMBER 703-697-4414		8. REFUND DUE AGENCY		\$0.00	
						9. TERMINATION PAYMENT		\$0.00	
(11) CERTIFICATION				10. AMOUNT TO BE BILLED				\$258.77	
I certify the above expenses were incurred for passenger requested services.				I certify these expenses were incurred at my discretion for airouts passenger services. Unused items have been turned over to me or disposed of at my discretion.		11. ADDITION-AL MINATURES		NO. 2 CASH CHANGE	
SIGNATURE OF AIRCRAFT COMMANDER <i>Agn O'Connell</i>				SIGNATURE OF ESCORT OFFICER <i>Paul Elliott</i>		12. 2% SURCHARGE ON AMOUNT BILLED		\$238.77	
SIGNATURE OF STEWARD <i>L Brown</i>						13. REVISED AMOUNT TO BE BILLED		\$263.95	

Attachment 3

EXAMPLE OF REVERSE SIDE OF AMC FORM 410

ALL LEFTOVER ITEMS WERE GIVEN TO THE AGENCY CONTACT OFFICER

FA SIGNATURE

DATE

ALL LEFTOVER ITEMS DISPOSED OF PER CONTACT OFFICER'S INSTRUCTION

FA SIGNATURE

DATE

Attachment 4

COMMISSARY TIPPING TABLE

BILL NOT MORE THAN:	TIP NOT MORE THAN:
\$100	\$3.50
\$200	\$5.00
\$300	\$6.50
\$400	\$8.00
\$500	\$9.50
\$600	\$11.00
\$700	\$12.50
\$800	\$14.00
\$900	\$15.50
\$1000	\$17.00