



REQUIRED DOCUMENTS

(SUBMIT IN THIS ORDER)

- ❖ Direct Deposit form (Optional): ONLY Marines who are retiring/separating can change banking information with this form-all others contact IPAC
- ❖ DD form 2278
- ❖ Paid rental contract(s)/Privately Owned Vehicle/Trailer (POV/POT) registration(s) *be sure to include all pages of rental contracts
- ❖ DD form 1351-2
- ❖ Voucher for advance payment (if received)
- ❖ Weight tickets (certified/legible/adequately descriptive) **weight tickets must list what is on scale, including what is being towed
- ❖ Personally Procured Move (PPM) checklist and certification of expenses
- ❖ Separation or Web Orders (with travel SDN)
- ❖ Receipts (fuel, tolls, weight tickets, packing supplies, etc. LABELED)
- ❖ Power of Attorney (POA) – if applicable