

Pennsylvania Wing Finance Update

Guidance for All Members Purchasing Items for Civil Air Patrol

April 2020

Please review National CAP Regulation [Financial Procedures and Accounting - CAPR 173-1](#)

PA Wing Financial Procedures for Members to Submit Check Requests (PAWGF 173-C & PAWGF W)

PAWGF-W – Reimbursements from Wing
PAWGF-173-C – Reimbursements from Units

All reimbursements must include:

1. Pre-approval by the finance committee for purchases of any kind.
2. Receipt(s) clearly showing the amount to be reimbursed, the vendor's name and address, the date of purchase and an itemized list of what was paid. If the receipt is not dark enough or clear enough to be read, or does not contain the required information the check request will be returned. It must also be the entire receipt (do not cut the top or bottom off). Please include a note describing purpose of the expense (i.e. travel to cadet conference, fundraising, facility maintenance, snacks for open house, etc.)
 - CAPF 170 must be included if a Business Meal. - A business meal is defined as a meal shared by employees, volunteers, or donors during which business discussions take place; for example, staff meetings. However, banquets, cookouts, cadet pizza parties, etc., do not require CAPF 170. To be authorized, business meals must meet all three of the following criteria:
 - (1) Members must obtain approval from their respective finance committee to obligate the corporation for the business meals,
 - (2) The business meals must not be lavish, and
 - (3) Alcoholic beverages will not be reimbursed.
3. Reimbursements must be submitted to PAWG within 60 days of the date of the receipt.
4. Members need to submit their check request to a member of the finance committee or the PA Wing Director approving the request, who will review, approve and forward to Wing for reimbursement. Check requests must be approved by a member of the finance committee, whose name and signature are filed at Wing on a current CAPF 172. If the reimbursement is \$500 or more, the check request must be approved by two members of the finance committee.
5. Best Practices: Download a PDF scanner app on your phone and scan all CAP receipts before you leave the store in PDF format. Adobe Scan, CamScanner, and Genius Scan are examples of apps for your mobile device.

Below are several pages showing a sample of an email trail authorization, samples of acceptable receipts and samples of non-acceptable receipts.

Lisa Weber, the PA Wing Administrator, will return all check requests that do not meet CAP National Headquarters requirements. It is your responsibility to submit the proper documentation. A returned check request means your payment will be delayed until proper documentation is returned.

All Finance paperwork should be emailed in pdf format to Finance@pawg.cap.gov. (You should not send paperwork to our individual email accounts.)

Please direct any questions to:

Lt Col DeEtte Riley
PA Wing Director of Finance
Cell: 814-880-9083
Email: DRiley@pawg.cap.gov

Lt Col Carol Blinebury
PA Wing Assistant Director of Finance
Cell: 215-260-3411
Email: CBlinebury@pawg.cap.gov

Lisa Weber
PA Wing Administrator
Direct Line: 717-861-2791
Email: LWeber@capnhq.gov

Sample of email trail authorization

From: Capt Williams Unit Finance Officer
 Sent: Friday, January 22, 2019 3:26 PM
 To: PAWG Finance Office Finance@pawg.cap.gov
 Subject: FW: Check Request approval PA012
 PAWG Finance Office

Attached you will find the check request and receipt for processing. The approvals are in the emails below.
 Capt Williams, Unit Finance Officer

From: Maj Thomas
 Sent: Thursday, January 21, 2019 3:08 PM
 To: Capt Williams - Unit Finance Officer
 Subject: RE: Check Request approval PA02
 I approve the reimbursement to 1st Lt West for the amount of \$657.00
 Maj Thomas, Unit Finance Committee Member

From: Lt Col Smith, Unit Commander
 Sent: Thursday, January 21, 2019 3:00 PM
 To: Capt Williams – Unit Finance Officer
 Subject: Check Request approval PA012
 I authorize the reimbursement to 1st Lt West for the amount of \$657.00
 Lt Col Smith, Committee Member Chair

From: Capt Williams Unit Finance Officer
 Sent: Wednesday, January 20, 2019 3:26 PM
 To: Lt Col Smith, Maj Thomas
 Subject: Check Request approval PA012
 1st Lt West has submitted the attached receipt and completed check request for the Squadron Awards Dinner in the amount of \$657.00 for reimbursement for your approval. I authorize the reimbursement to 1st Lt West. This was approved at the Oct Finance Committee Meeting.
 Capt Williams, Unit Finance Officer

Acceptable receipts and invoices must be legible and have the vendor's name & location, date purchased, and description of items purchased.

Copies of checks, bank statements, and credit card statements are not considered receipts and will not be accepted as such.

Pdf copies of receipts and documents are preferred over photo images (.jpg, etc.). For help with converting documents, please visit the finance section on the PAWG website.

If receipts are for:
 Vehicle fuel or repairs: write the vehicle id number, driver's name, event desc., mileage driven on receipt
 Food: write the event and number of members attending on receipt.
 Lodging: write the event and number of members attending on receipt

Sample Receipt

The sample receipt is from Mobil Oil #255, 123 Main St, Livonia, MI 48150. The date of service is 02/29/12 at 11:32 PM. The fuel quantity is 16.82 gallons at a price of \$3.599 per gallon, for a total purchase of \$60.54. The purchaser is NWA 3765 Burke. The mission/sortie is 12-T-9909/G003 with 236 miles driven.

- Is the Mission/Sortie number on receipt? **or event**
- Is the total amount correct?
- Is the Vendor name and location on the receipt?
- Is the last name of the member who made the purchase on the receipt?
- Is the tail number or vehicle ID on the receipt?
- How many miles or flight hours does the receipt cover?
- Is the receipt date the same as the sortie date? **or event**
- Is the receipt legible?
- Is the fuel quantity (gallons) correct?

Sample Merchandise Receipt

Event or Purpose: Facility Exp

Unit Charter #: PA - 054

Vendor Name: Peter Parker

Vendor Location: More saving. More doing.

Date of Purchase: 10/24/13

Item(s) Purchased: 722571C07454 2 SKINY MINI -A+ 12.44N
0000-1E3-768 WATER -A+ 0.95 09
029069701352 KEY-KW1 -A+ 11.98N
695837500022 BLENDER-PLUG -A+ 1.57N
HOST CMPCT 5 OUTLT PWR CTR SLNDR PLG 284.97

Item(s) Price: 12.44N, 0.95 09, 11.98N, 1.57N, 284.97

Total Purchase: \$35.93

No Sales Tax: TAX EXEMPT

Do Not cut the bottom of the Receipt off. Even if it is just an advertisement or loyalty points. The IRS requires the entire receipt.

Is the name of the member who made the purchase on the receipt?

Is the Vendor's name and location on the receipt?

Are all items on the receipt for CAP use?
**** Do Not put personal use items on the same purchase as CAP purchases. ****

Is the charter number of the unit reimbursing the purchase on the receipt?

Is the date of the purchase on the receipt?

Is the total amount correct?

Is the receipt legible?

Submit your receipt with the correct reimbursement form to your finance officer promptly.

****IAW CAPR 173-1, PAWG/FM cannot reimburse purchases older than 60 days.****

Common Mistakes to Avoid

Credit Card Authorization Slips ARE NOT Receipts

RICKY'S PIZZA
13 MAIN STREET
ANYTOWN, NJ 08132
800-555-9876

TERMINAL ID.: 79950763
MERCHANT #: 466996613508

VISA
*****5678 EXP: **/**

SALE
BATCH: 007646 INV: 0000445
July 29, 2014 18:47
RRH 4146354648 AUTH: 546546
TRAN SEQ #: 0472673

TRANSACTION ID: 5414399131853
APPROVAL 974226

TOTAL \$87.95

BENJAMIN B SARGUY

THANK YOU!
CUSTOMER COPY

No Itemized list of what was purchased,

No cost per item or indication of sales tax for what was purchased.

Always ask for an itemized receipt when purchasing. CAP **WILL NOT** accept receipts without detailed items.

NEVER combine CAP purchases with your personal purchases. Always use a separate transaction when you buy items for CAP use.

Be sure to submit your receipts to your finance officer immediately. CAPR 173-1 forbids payment of reimbursements older than 60 days from the date of the purchase on the receipt. Be sure to leave enough time for your finance officer to get the appropriate signatures and transmit the request to PAWG/FM.

Sample Vehicle Fuel Receipt

Vehicle Number (37002)

Driver Name / Unit (Jeff Davis/PA022)

Vendor Name And Address (QuickChek #136, 5 Leesville Road, Jackson NJ, 732-928-2032)

Date of Purchase (02/09/14)

Fuel Quantity (23.726 Gallons)

Fuel Type (Should be Regular) (Regular)

Total Purchase (\$74.00)

Event / Mission / Sortie Number (14-T-5016 / Q009)

Miles Driven for the Mission (300.8 Miles)

- Is the Vehicle number (370xx) written on the receipt?
- Is the name of the member who made the purchase and their unit on the receipt?
- Is the Service Station's name and location on the receipt?
- Is the date of the purchase on the receipt?
- Is the Quantity and Type of fuel correct?
- Is the total purchase amount correct?
- Is the receipt, including your notes, legible?
- If on a mission, be sure the receipt is IMMEDIATELY scanned and uploaded to the sortie in WMIRS! Smartphone Apps allow you to instantly scan the receipt to PDF for immediate upload to the sortie in WMIRS! Upload must be done within **xx** hours.
- Place the receipt in the zippered pouch of the VIF (Van Book).

Sample Aircraft Fuel Receipt

Mission / Sortie Number: 14-7-5016 / A009

FBO Name and Address: FUELMASTER
ROBINSON AVIATION
TRENTON, NJ 08626
609 771-0500

Tail Number: N848CP

Pilot Name: Jerry Wilson

Date of Purchase: 03/15/2013

Fuel Quantity Purchased: 10.420 GI

Total Purchase: \$120.03

Time: 0:57:13 PM

ACCT#: *****0133
CARD: Multi Service

INVOICE #: 4233
AUTH#: 6571

UNICOM 130.225
*** THANK YOU ***
HAVE A SAFE FLIGHT
AND HURRY BACK!

*Refueled next day -
FBO was closed at 10PM*

- Always write the Mission & Sortie Numbers clearly on the receipt.
- Is the Quantity and Type of fuel correct?
- Is the Tail Number pre-printed correctly on the receipt? If not, write it in.
- Is the total purchase amount correct?
- Write the Pilot's name on the receipt.
- Is the receipt and your printing legible?
- Is the FBO's name & address on the receipt?
- Be sure the receipt is IMMEDIATELY scanned and uploaded to the sortie in WMIRS! Smartphone Apps allow you to instantly scan the receipt to PDF for immediate upload to the sortie in WMIRS! **Upload must be done within xx hours.**
- Is the fuel purchase date on the receipt the same as the sortie date? If not, you must briefly note the reason why.
- Place the receipt in the zippered pouch of the AIF (Aircraft Book).

Samples of Acceptable Receipts

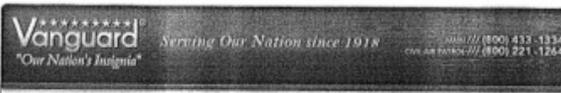
Must have receipt for each room all rooms listed on a receipt.



Apollo Nida Po Box 10000 Atlanta Ga Atlanta GA 31126 US		Folio No. : 000003 A/R Number : Group Code : Company : Membership No. : PC 00000457 Invoice No. :	114 03-01-13 Room No. : 0723 Arrival : 10-24-12 Departure : 10-25-12 Conf. No. : 61713328 Rate Code : IGCOP Page No. : 1 of 1
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Date	Description	Charges	Credits
10-24-12	Parking: Self	18.00	
10-24-12	Room Accommodations	104.00	
10-24-12	Sales Tax - 8%	8.32	
10-24-12	Occupancy Tax - 8%	8.32	
			138.64
	Total	138.64	138.64
	Balance	0.00	

PAWG Conference Lt Nida
and Cadet Nida.



Order Confirmation Vanguard Industries, Inc.
Your order will be shipped from our East Coast Office located in Norfolk, Va.
Order Number: 042111-083045-2660
Date Ordered: Thursday 21 April 2011

liability for this bill is not waived and agree to be held
ly for any part or the full amount of these charges. If
's agreement with the issuer.

QUANTITY	DESCRIPTION	ITEM NUMBER	PRICE
5	Civil Air Patrol Ribbon - Goddard - cadet	CAP0607	\$4.25
4	Civil Air Patrol Ribbon - Armstrong - cadet	CAP0614	\$3.40
1	Civil Air Patrol Name Plate: Cadet (1/2 HANGING)	CAP0599M	\$2.20
8	Civil Air Patrol Ribbon - Rickbacker - cadet	CAP0613	\$6.80
20	Civil Air Patrol Cloth Insignia: Ground Team	CAP1600	\$17.00
10	Civil Air Patrol Ribbon - Arnold - cadet	CAP0605	\$8.50
5	Civil Air Patrol Cloth Insignia: Ground Team: Senior	CAP1600A	\$4.25
3	Civil Air Patrol Cloth Insignia: Ground Team: Master	CAP1600B	\$2.55
2	Civil Air Patrol Embroidered Name Taps: Last Name	CAP0599HA	\$7.10
4	Civil Air Patrol Scarf: Honor Guard - white	8221700	\$43.20
	Sub-Total		\$100.25
	Free Shipping (Free Shipping):		\$0.00
	Coupon Codes: 200811031		-\$10.03
	Total		\$90.22

Please refer to CAPR 173-1 with ICL 17-02

Sample Receipt

Pennsylvania Dining
251 Main St
Annville PA 17003
9/15/18 at 6:06:44
Table No. 2 Bill No. 171

Name and
Address of
Vendor

Acceptable Receipts
*Vendor Name and Address
*Dated
*Detail of items purchased listed
*Purpose of purchase noted

Drinks	detailed description of items purchased	
6 x Soda		\$ 6.54
Mains		
5 x Rubin Sandwich		\$ 40.75
1 x Chief Salad		\$ 9.50
Desserts		
6 x Fudge Cake		\$ 4.25
		\$
SUBTOTAL		\$ 61.04
TAX		\$ 3.66
SUBTOTAL		\$ 64.70
GRATUITY	Write in tip	\$ _____
TOTAL	Write in total	\$ _____



WE SELL FOR LESS
MANAGER DAVID KINMAN
(816) 224 - 4800
ST# 4058 DP# 00002825 TE# 39 TR# 03366
HAMBCOMB 007874235055K 3.17 X
SLC OF CHEES 007874223757K 0.20 X
** VOIDED ENTRY **
HAMBCOMB 007874235055K 3.17-X
** VOIDED ENTRY **
SLC OF CHEES 007874223757K 0.20-X
SUBTOTAL 0.00
CHEESEBURGER 007874223303K 2.17 X
MEG DRINK 007874223281K 0.98 X
SUBTOTAL 3.15
TAX 1 3.00 X 0.09
TAX 3 3.475 X 0.11
TOTAL 3.35
CASH TEND 20.35
CHANGE DUE 17.00

4-21 ORDER #666

TC# 3680 8362 6229 1132 7028
Ready for the Weekend?
Check Out Lawn and Garden
04/21/05 12:25:25

THANK YOU FOR DINING WITH US!
PLEASE COME-AGAIN



Write in the purpose / event of the meal
name of the attendees.

Not Acceptable documentation for expenses



150 S. Twin Valley Road
Elverson, PA 19520

Food Service Equipment, Supplies,
Contract Furniture, and Design
Phone: 610.387.6400
Toll Free: 1.800.422.8126
Fax: 610.286.0782

with your remittance to:
Singer Equipment Co, Inc.
150 South Twin Valley Road
Elverson, PA 19520-9387

Statement of Account

Not Itemized

99
CIVIL AIR PATROL

BUILDING 3-108
FORT INDIANTOWN GAP
ANNVILLE PA 17003

Page
1

Date
06/30/17

Date
06/30/17

Customer No.
019069

Please visit us on the web at www.singerequipment.com

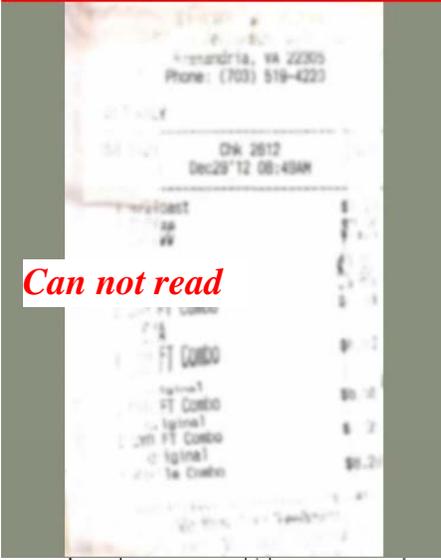
Types
AC = Account
PY = Payment
C = Credit

Invoice Date	Invoice No.	Amount	Payment Date	Payment Amount	TP	Balance
06/20/17	07240761	576.30				576.30

Invoice No.	Amount
07240761	576.30

**Not Acceptable
Statements are
not itemized**

Not Acceptable

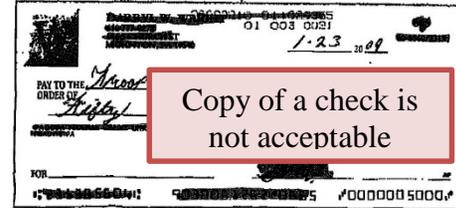


Can not read

Last Payment Received Check # 14739 Amount: 600.46

Current	1 - 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due
	\$576.30				\$576.30

Total Due
\$576.30



Copy of a check is not acceptable

Merchant ID: 00000001625510
Terminal ID: 02438816
277206759999

CREDIT CARD
VISA SALE

CARD #
INVOICE
Batch #:
Approval Code:
Entry Method:
Approved:

Not Itemized

SALE AMOUNT \$78.98

CUSTOMER COPY

Senior Staff Dinner

MARZONI'S - SCRANTON 206
(570)342-7027

Date: 4/5/2018 Time: 8:38:44 PM
Status: Approved
Card Type: Master Card
Card Number: XXXXXXXXXXXX2829
Expiration Date: **/**
Server: Step
Check Number: **Not Itemized**
Table Number: 2
Persons: 2
Card Owner:

AMOUNT 83.50

TIP \$16.50

TOTAL \$100.00

When ordering Pizza remember to get an itemize receipt, this is commonly missed.

Photo of receipt - Cannot read, date missing and the entire receipt is not shown (cut off). Use a pdf conversion application

