

**Pennsylvania Wing Finance Update Best Practices**  
**Guidance for All Members Purchasing Items for Civil Air Patrol**

15 Sept 2021

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 173-W)**

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

Reimbursement request:

1. Purchases of any kind and amount must be pre-approved by the finance committee.
2. Receipt(s) must include an itemized list of what was purchased the amounts and total, the vendor's name and address, the date of purchase. If the receipt is not dark 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 the purpose of the expense (i.e. travel to cadet conference, fundraising, facility maintenance, snacks for the open house, etc.) See samples attached.
- For Business Meals a completed CAPF 170 must be included. - 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 of the completed reimbursement form PAWGF 173-C or 173-W along with the receipts d forward to the PAWG Wing Administrator Lisa Weber for reimbursement. She will then send the documents via DocuSign for official electronic signature by the authorized member(s) of the Finance Committee. An approval email chain may be used in place of the DocuSign signature.
4. 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.

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 [LWeber@capnhq.gov](mailto:LWeber@capnhq.gov)**

Please direct any questions to:

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

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

Lisa Weber  
PA Wing Administrator  
Office: 717-861-2791 direct line  
Email: [LWeber@capnhq.gov](mailto:LWeber@capnhq.gov)

YOUR NAME  
123 YOUR STREET  
YOUR CITY, STATE, ZIP  
(123)456-7890

9-5678/1234

0301

DATE \_\_\_\_\_

PAY TO THE ORDER OF PA Wing Civil Air Patrol \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

YOUR FINANCIAL INSTITUTION  
ANYTOWN, USA

MEMO Sq 253 Hoagie

⑆ 123456780⑆ 0301 123456789⑆

**Note: All payments made to your squadron or wing need to be made payable to [PA Wing Civil Air Patrol](#).**

Sample of an email trail authorization, samples of acceptable receipts and samples of non-acceptable receipts.

## 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](mailto: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/Invoices**  
 Must be legible and have vendor name, date and detailed description of items listed.

Copies of checks, charge card receipts with just the total, bank or credit card statements **are not acceptable** forms of receipts.

emailed .pdf are preferred.

For help converting files to pdf go to <https://pawg.cap.gov/finance> click on Finance Tools on left

If receipts are for:  
**Vehicle fuel or repairs** write the vehicle ID number, **event(s)** and mileage driven on receipt.  
**Food** write the **event** and # of members on receipt. CAPF170 might be required.  
**Lodging** what **event** and # of members on receipt.

## Sample Receipt

Vendor Name: Mobil oil #255  
 123 Main St  
 Livonia, MI 48150

Vendor Location: 123 Main St  
 Livonia, MI 48150

Date of Service: 02/29/12 11:32 PM  
 Term: 00439482038  
 Appr: 463924  
 Seq#: 013847

Fuel Quantity: 16.82 GAL

Price per Gallon: \$3.599/G

Total Purchase: \$60.54

Vehicle ID/Plate #: NWA 3765

Purchaser Name: Burke

Mission/Sortie # or event: 12-T-9909/G003  
 236 Miles

- 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

**Facility Exp**  
**Peter Parker PA-054**

More saving. More doing.™

STORE MANAGER BILL THURMAN 856.234.0860  
1200 NIXON DR MOUNT LAUREL NJ 08054

0914 0003 97497 10/24/13 07:10 PM  
CASHIER DOROTHEA - DLD60F

722571C07454 2 SKINNY MINI <A>	12.44N
2-STEP STEEL SKINNY MINI	
0000-183-768 WATER <A>	
50AL WATER ONLY W/ EMPTY EXCHANGE	
295.99	
029069701352 KEY-KW1 <A>	11.98N
KEYELANK KW1 KWIKSET LOCK	1.57N
695837500022 SLENDERPLUG <A>	
H0ST CMPT 5 OULT PWR CTR SLNDR PLG	
294.97	9.94N

SUBTOTAL 35.93  
SALES TAX 0.00  
TAX EXEMPT TOTAL \$35.93  
AUTH CCDE 034791/703S271 35.93  
F.O.#/OB NAME: 131024 1A

0914 03 97497 10/24/2013 3331

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 01/22/2014  
THE HOME DEPOT RESERVES THE RIGHT TO  
LIMIT / DENY RETURNS. PLEASE SEE THE  
RETURN POLICY SIGN IN STORES FOR  
DETAILS.

Do Not cut off the top or bottom of a receipt. 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 Aircraft Fuel Receipt

**14-T-5016 / A009** (Mission / Sortie Number)

**FUELMASTER**  
RONSON AVIATION  
TRENTON, NJ 08628  
609 771-9500 (FBO Name and Address)

**N848CP** (Tail Number)

**Jerry Wilson** (Pilot Name)

1000047207A

\*\*\* CHARGE \*\*\*

03/15/2013 8:57:13 PM (Date of Purchase)

AIRPLANE ID 1754

PUMP#1 AVGAS 100LL  
16.420 GI  
@ \$7.3100 \$120.03 (Fuel Quantity Purchased)

**Total Purchase**

CUSTOMER ACKNOWLEDGES RECEIPT OF PRODUCT AND AGREES TO PERFORM THE OBLIGATIONS SET FORTH IN THE CARD ISSUER AGREEMENT

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*

**Note - Member Reimbursement through National for Missions** - Members need to complete a current CAPF 179, Direct Deposit Sign up – CAP Member, on file with NHQ/FM in order to be reimbursed directly for expenses. If Members do not have CAPF 179 on file will be reimbursed through PA Wing after PA Wing receives the funds from National.  
[CAPF 179 Direct Deposit](#)

- 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 72 Hours.**
- Is the fuel purchase date on the receipt the same as the sortie date? If not, you must briefly note the reason why.

# Samples of Acceptable Receipts

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



114 03-01-13

Apollo Nida Folio No. : 80063 Room No. : 0723  
 Po Box 40006 A/R Number : Arrival : 10-24-12  
 Atlanta Ga Group Code : Departure : 10-25-12  
 Atlanta GA 31126 Company : Conf. No. : 61713328  
 US Membership No. : PC 457 Rate Code : IGCOR  
 Invoice No. : Page No. : 1 of 1

Date	Description	Charges	Credits
10-24-12	Parking: Self	18.00	
10-24-12	Room Accommodations	104.00	
		8.32	
		8.32	
			138.64
	<b>Total</b>	<b>138.64</b>	<b>138.64</b>
	<b>Balance</b>	<b>0.00</b>	

PAWG Conference Lt Nida and Cadet Nida.

**Vanguard** Serving Our Nation since 1918  
 "Our Nation's Insignia"

Order Confirmation Vanguard Industries, Inc.

Your order will be shipped from our East Coast Office located in Norfolk, Va. Please allow 2-5 business days to process this order. If you have any questions regarding your order or there are special circumstances in which you need your order expedited, please contact us via email at cap@vanguardmi.com or call 1-800-221-1264 and reference your order number.

Thanks for shopping with us today!  
 The following are the details of your order.

Order Number: 042111-002045-2640  
 Date Ordered: Thursday 21 April 2011  
 Click here for a Detailed Invoice

**Products**

ITEM NUMBER	DESCRIPTION	QUANTITY	PRICE
CAP0607	Civil Air Patrol Ribbon: Goddard - cadet	5	\$4.25
CAP0614	Civil Air Patrol Ribbon: Armstrong - cadet	4	\$2.40
CAP0599M	Civil Air Patrol Name Plate: Cadet	1	\$2.20
CAP0613	Civil Air Patrol Ribbon: Ficklenacker - cadet	8	\$6.80
CAP1600	Civil Air Patrol Cloth Insignia: Ground Team	20	\$17.00
CAP0605	Civil Air Patrol Ribbon: Arnold - cadet	10	\$8.50
CAP1600A	Civil Air Patrol Cloth Insignia: Ground Team: Senior	5	\$4.25
CAP1600B	Civil Air Patrol Cloth Insignia: Ground Team: Master	5	\$2.55
CAP0599HA	Civil Air Patrol Embroidered Name Taps: Last Name	2	\$7.10
8221700	Civil Air Patrol Scarf: Honor Guard - white	4	\$45.20

Sub-Total: \$100.25  
 Free Shipping (Free Shipping): \$0.00  
 Coupon Code: 20001104: -\$10.03  
**Total: \$90.22**

## Acceptable Receipts

- \*Vendor Name and Address
- \*Dated
- \*Detail of items purchased listed with amounts and Total
- \*Purpose of purchase noted

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

### Sample Receipt

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

Name and Address of Vendor

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

**WAL\*MART**  
 ALWAYS LOW PRICES.  
*Always*

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  
 MCD DRINK 007874223281K 0.98 X  
 SUBTOTAL 3.15  
 TAX 1 3.00 % 0.09  
 TAX 3 3.475 % 0.11  
 TOTAL 3.35  
 CASH TEND 20.35  
 CHANGE DUE 17.00

**4-21 ORDER #666**  
 TC# 3680 8362 6229 1132 7026

Ready for the Weekend?  
 Check Out Lawn and Garden  
 04/21/05 12:25:25



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

THANK YOU FOR DINING WITH US!  
 PLEASE COME-AGAIN

# 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

Please send this stub  
with your remittance to:

Singer Equipment Co, Inc.  
150 South Twin Valley Road  
Elverson, PA 19520-9387

**Not Itemized** Statement of Account

012000 00  
CIVIL AIR PATROL

BUILDING 3-108  
FORT INDIANTOWN GAP  
ANNVILLE PA 17003

Page  
1

Date  
06/30/17

Types  
AC = Account  
PY = Payment  
C = Credit

Please visit us on the web at [www.singerequipment.com](http://www.singerequipment.com)

Invoice Date	Invoice No.	Amount	Payment Date	Payment Amount	TP	Balance
06/20/17	07240761	576.30				576.30
<b>Not Acceptable Statements are not itemized</b>						
<b>Last Payment Received Check # 14739 Amount: 600.46</b>						
Current	1 - 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	
	\$576.30				\$576.30	

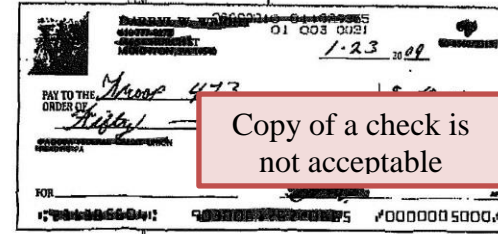
Date  
06/30/17

Customer No.  
019069

Amount Paid:  
Invoice No. Amount

07240761 576.30

Total Due  
\$576.30



Copy of a check is not acceptable

06/04/2010  
Merchant ID:  
Terminal ID:  
277206759999

47 E. STATE ST  
SHARON, PA 16146

**Not Itemized**

CREDIT CARD  
VISA SALE

CARD # XXXXXXXX0000000000000000  
INVOICE 0010  
Batch #: 000009  
Approval Code: 593830  
Entry Method: Swiped  
Approved: Online  
SALE AMOUNT \$78.98

CUSTOMER COPY

**Not Acceptable**

Can not read

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

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: Steph  
Check Number  
Table Number  
Persons: 2  
Card Owner: M

**Not Itemized**

AMOUNT 83.50

TIP \$16.50

TOTAL \$100.00

Approval: 052552

RETAIN THIS COPY FOR YOUR RECORDS

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




## Sales Tax Exemption

PA Wing Civil Air Patrol is registered as a non-profit educational organization with the State of Pennsylvania. One way we can save money, is to use of The Commonwealth of Pennsylvania Department of Revenue Sales and Use Tax Exemption Certificate, when purchasing taxable items. You may only use this certificate for official PA Wing Civil Air Patrol usage. Use of this certificate for personal or nonexempt purchases will result in cancellation of our exempt status.

The forms are located on the PA Wing Website under [resources](#). The certificates may be reproduced.

When using this form it is best to visit or contact the custom service department of the vendor first to register this Tax Exemption Certificate they all have their own requirements. The Certificate might already be files with Stores or Business that has multiple locations.

REV-1220 (TR) 05-20 (F)



**pennsylvania**  
DEPARTMENT OF REVENUE

**PENNSYLVANIA EXEMPTION  
CERTIFICATE**

STATE AND LOCAL SALES AND USE TAX  
 STATE 6% AND LOCAL 1% HOTEL OCCUPANCY TAX  
 PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (FTA)  
 VEHICLE RENTAL TAX (VRT)  
 ADDITIONAL LOCAL, CITY, COUNTY HOTEL TAX \*

This form cannot be used to obtain a Sales Tax Account ID, PTA Account ID or Exempt Status.

(Please Print or Type)  
**Read Instructions  
 On Reverse Carefully**

THIS FORM MAY BE PHOTOCOPIED – VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

CHECK ONE:  PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)  
 PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller, Vendor or Lessor

Street	City	State	ZIP Code
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**NOTE:** Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles, use one of the following forms:  
**FORM MV-1**, Application for Certificate of Title (first-time registrations)  
**FORM MV-4ST**, Vehicle Sales and Use Tax Return/Application for Registration (other registrations)

Property and services purchased or leased using this certificate are exempt from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested).

1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: \_\_\_\_\_

2. Purchaser is a/an: \_\_\_\_\_

3. Property will be resold under Account ID \_\_\_\_\_ (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 8 explaining why a number is not required).

4. Purchaser is a/an: 501C3 Nonprofit Organization holding Sales Tax Exemption Number: 75510208


5. Property or services will be used directly and predominately by purchaser performing a public utility service.  
 PA Public Utility Commission PUC Number \_\_\_\_\_ and/or  U.S. Department of Transportation M/C/MX \_\_\_\_\_

6. Exempt wrapping supplies, Account ID \_\_\_\_\_ (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 8 explaining why a number is not required).

7. Canned computer software purchased by a financial institution subject to the Bank and Trust Company Shares Tax (Article VII) or the Mutual Thrift Institutions Tax (Article XV).

8. Other \_\_\_\_\_  
 (Explain in detail. Additional space on reverse side).

I am authorized to execute this certificate and claim this exemption. Misuse of this certificate by seller, lessor, buyer, lessee or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee PA WING CIVIL AIR PATROL	Signature 	EIN 75-6037853	Date 12/29/2020
Street Bldg. 3-108 Fort Indiantown Gap	City Annaville	State PA	ZIP Code 17003

**1. ACCEPTANCE AND VALIDITY:**  
 For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 60 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

**2. REPRODUCTION OF FORM:**  
 This form may be reproduced but shall contain the same information as appears on this form.

**3. RETENTION:**  
 The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.  
**▲ IMPORTANT: DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.**

**4. NONPROFIT EXEMPT ORGANIZATIONS:**  
 This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75000000).

Envelope ID: BU1012643911 Revenue ID: 1001044556 Page 2 of 2

**Commonwealth of Pennsylvania  
 Department of Revenue**

CERTIFICATE OF SALES TAX EXEMPTION

PENNSYLVANIA WING CIVIL AIR PATROL  
 108 FORT INDIANTOWN GAP BLDG 3  
 ANNVILLE PA 17003 USA

Account ID: 75510208



Exemption Type: Charitable  
 Expiration Date: 10/31/2025

USE OF THIS CERTIFICATE FOR PERSONAL OR NONEXEMPT PURCHASES WILL RESULT IN  
 CANCELLATION OF EXEMPT STATUS

**DEPARTMENT OF REVENUE**

This certificate is not assignable or transferable.