

PA Wing, CAP
 Building 3-108
 Fort Indiantown Gap
 Annville PA 17003
 717-861-2335 Fax 888-528-1561

CHECK REQUEST
 FOR UNITS BELOW WING LEVEL

DATE OF REQUEST:

UNIT NAME:

ISSUE CHECK TO:
 NAME / COMPANY:

RANK OR TITLE:

STREET ADDRESS:

CITY, STATE ZIP:

EMAIL ADDRESS:

PHONE:

DATE NEEDED BY:

CHARTER NUMBER:

SQUADRON NUMBER:

All reimbursement must be submitted within 60 day of incurring the expense or receiving an invoice.

ITEMIZED EXPENSES	DESCRIPTION	ACCOUNT NUMBER:	AMOUNT
ITEM 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
ITEM 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
ITEM 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
ITEM 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL AMOUNT OF CHECK: \$

If approved by Finance Committee Date of Minutes:

UNIT FINANCE COMMITTEE MEMBER APPROVAL: _____

DATE:

UNIT FINANCE COMMITTEE MEMBER APPROVAL: _____

DATE:

If check amount is \$500.00 or more, 2 signatures or approvals are needed

If sending this form by email as an attached file type the name of approver(s) and send the email trail of approvals (i.e. I Maj_____ approve the expenses in the attached file)

capfm@bigbrain.net

PAWG Wing Banker Program Expense Descriptions

Account	Expense	Descriptions	Account	Expense	Descriptions
7120000	Awards	Certificates, Plaques, etc.	8120000	Corp Vehicle Maint	All Corp vehicle expenses except fuel (If reimbursable thru National request must be authorized thru PAWG LG before expense is uncured see CAPR)
7135120	Flight Scholarship	Payment to a member for flight School (Not CAP)			
7135160	Scholarships	Payment to a non-CAP event/School for a member (CAP event use PAWGF173-C account 94-----)	8123000	Other Equip Maint	Maintenance for other equipment
			8125000	Commo Maint	Maintenance Communication equipment
7695000	Other Mission than listed below	Private vehicle and aircraft, communication tolls (including fuel to meeting)	8230000	Printing & Publications	Informational material, leaflets, films, videos, subscriptions, books.
7695020	Actual SAR/DR Mission	All SAR/DR mission expenses except Corporate Fuel	8310000	Travel	Lodging, meals, and other misc. charges incurred by CAP members when performing authorized travel. This includes reimbursements for travel to Nat, Reg, Wing & Unit CAP meetings, conferences, inspections. (Do Not included fuel expenses)
7695030	SAR Training/FTX	All SAR Training FTX expenses except Corporate Fuel			
7696040	Mission Aircrew School	All MAS expenses except Corporate Fuel			
7696000	Corp Vehicle Fuel	All Corporate Vehicle Fuel			
7697000	Corp Aircraft Fuel	All Corporate Aircraft Fuel	8540000	Unit Event	The cost incurred to conduct a Unit/Group Meeting, Conference, Dining In, Awards Banquet as Host
7700101	Office Supplies		8870000	SLS	Expenses to Host a Squadron Leadership School
7700102	Material & Supplies		8875000	CLC	Expenses to Host a Corporate Learning Course
7701000	Cost of Sales	Supplies to be resold to members – hats, patched, uniform items. (if purchasing from PAWG BX use 9436050)	8877000	UCC	Expenses to Host a Unit Commander’s College
			8891000	Level 1	Expenses to Host a Level 1 Training Course
			9241000	Advertising	Expenses for posting ads
7735000	Equipment	All Non-communications equipment that cost less than the CAP Capitalization threshold	9242000	Public Relations	Attending other events to promote CAP
7745000	Communication Equip	All communications equipment that cost less than the CAP capitalization threshold	9438000	Fundraising	All fundraising activities, (Wreaths Across America is considered a fundraising activity) Fundraising, Donations and Grants Regulation 173-4 must be followed PAWGF 173-4 must be approved by the PAWG Commander
7810000	Telephone	Land-line, cell, Satellite phones and pagers			
7813000	Internet Fees	Internet and webpage hosting fees			
7900000	Postage & Shipping	Postage & Shipping cost including PO Box rentals			
8010000	Rent				
8015000	Utilities	Heat, elect, water & sewer			
8085000	Other Facility Exp	Janitorial, Repairs, Lawn Maintenance			

PAWG Wing Banker Program Expense Descriptions

Activities & Encampment Expenses - All Expenses for the Event - unit reimbursing member to attend or equipment necessary not to be used for payment to other CAP entities or for mission expense or fuel.

Use 943 for all expenses with other CAP entities

8475010	Encampment & CLS	8475096	CAC	8476050	Sr Activities Other
8475015	NER Public Speaking	8475097	School Program	8488400	CISM Training
8475020	Color Guard & Drill Team Competition	8475098	Cadet Trips	8477001	Hawk Mt Ranger School Activity
8475025	BCOP	8475312	Power Flight Enc	8480010	Cadet & Sr Combined Activity
8475030	DDR	8475316	Glider Flight Enc	8488020	Cadet & Sr Combined Activity
8475040	Glider Tows (private A/C)	8475317	National Special Activities	8488001	Training Classes General
8475050	O Flights (private A/C)	8475999	Cadet Activities Other	8488100	First Aid – CPR Classes
8475060	IACE	8476010	Sr Membership Retention	8488200	Communications Training
8475070	National Cadet Comp	8476020	AFRCC	8488350	Aerospace Education Model Rocketry
				8540000	Unit Event Banquet, Awards, Meeting, etc.

All Expenses with another CAP entity must be posted to the accounts listed below.

Expenses with National Unit payment directly to National CAP		
9434010	Membership Dues	Unit paying members' dues (send completed 173-c along with the Membership paperwork to PAWG)
9434090		National Boards, Unit Charters
9435000	Exp W/Region	Payment to attend Region Event (Region Staff College, Conference, SAR Comp)
Expenses with Wings Unit payment directly to PAWG or other Wing		
9436010	Wing Conf	Unit paying Wing Conf and other Wing Event Fees (send completed 173-c along with the Conference paperwork to PAWG)
9436020	Enc & CLS	Unit paying Encampment or CLS Fee (send completed 173-c along with the paperwork to PAWG)
9436025	HMRS	Unit paying Hawk Mt Ranger School Activity Fee (send completed 173-c along with copy of the paperwork to PAWG)
9436030	Proficiency Flying	If unit is paying for Member Proficiency Flying (send completed 173-c along with copy of the paperwork to PAWG)
9436040	Vehicle Maint	Unit reimbursing PAWG for any Corp Vehicle Maintenance prepaid by PAWG
9437050	PAWG HMRS BX	Units paying for items purchased at the PAWG HMRS BX with a 173-c.
9436090	Misc.	Any other payment to a Wing
Expenses with other Units Payment directly to another CAP Unit below Wing Level		
9437090	Misc	Any payment to another CAP unit ***Note the purpose or event for this payment in the Account Number field***

CAPR 173-1 for a complete list of account descriptions PAWG has added a few Sub-categories to help with Budgeting.