



**MICHIGAN WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**
43401 N. Jefferson
Bldg. 825, Rm 317
PO Box 450048
Selfridge ANGB MI 48045-0048

Instructions – MWF 173-3 Request for Approval to Expend Funds

NOTE: This form is a Transmittal only. The approval for any expenditure must be given by a Wing Staff Director or higher with the concurrence of the Wing Finance Officer. All expenditures must have valid supporting documentation. All expenditures must be approved in writing on this form before payment will be made by Michigan Wing Headquarters. (See CAPR 173-3 for CAPF 108 processing.)

1. **Date** - Of preparation and date of signature on Requester Name line
2. **Requester** - The member who received authorization to purchase goods or services on CAP's behalf or who needs to do so. Print your name, also print on the TOP signature line; then Sign.
3. **Full Address** - Where you want the check sent (individual or business)
4. **Purpose** - Clearly define the acquisition and payment period if a recurring purpose. Identify the make, model, date, or other information to completely identify your purchase.
5. **Check Box** - Address change
6. **Check Box** - BP Corporate Credit card is used

THIS FORM IS COMPLETED BY THE APPROPRIATE WING STAFF MEMBER

8. Invoices may not be approved by a member for payment to themselves, their spouse or members of the same household.
9. If the amount of goods or services is under \$1,500 the Wing Finance Officer (FM) or Wing Commander (CC) can approve the expense.
10. Wing Finance Committee approval is required for expenditures over \$1,500 and approval must be reflected in minutes or resolution of the respective committee.