

Instructions for completing MIWG Form 173C
Payment Request for Michigan Wing

Use

This form is to be completed per CAPR 173-1. If you have any questions on how to complete this form, please contact the Wing Finance Officer.

Purpose

The purpose of this form is to have expenditures paid and amount charged to correct account for budget plan.

How

Section I. Place the unit name and number at top of page.

Second line is for contact person information (person to contact if problems arise with expense).

Section II. Payment Information section includes Payment Date which is date you are submitting the form. Payee, Address, City, State, Zip, Phone, and email are self-explanatory. This would be the person/company the check would be sent to. Payee Memo could be used for account number found on the invoice submitted.

Reason for payment is descriptive of what the expense was used for (ex .. supplies, fuel, insignia, etc.) Item would be the business name on receipt.

CAP Account No. is the account number to post expense to {the number you allocated on the budget) Amount would be the amount on the receipt to post to the specific account from the previous box. Section III. Authorized approver must have signature. No electronic signatures. It must be an individual designated on CAPF172 Section A that has authority to approve expenditures. Invoices may NOT be approved by member requesting reimbursement to themselves, their spouse or members of the same household.

Section IV. This section is for approval of any payments over \$500.00 which all finance committee member must sign.

This request must be submitted with receipt or bill included. Per CAPR173-1 Page 12, Section 18, all reimbursements must be submitted within 60 days of incurring an expense or receiving an invoice.

When

This form is to be completed for each expenditure request for reimbursement or payment.

Submit

This form must be completed and submitted by either email to cmagyar@capnhq.gov. faxed to (586) 239-6795 or mailed to:

Civil Air Patrol Michigan Wing
43401 N. Jefferson
Bldg. 825, Rm 317
PO Box 450048
Selfridge ANGB MI 48045-0048