



Headquarters  
**ARIZONA WING CIVIL AIR PATROL**  
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## **Arizona Wing, CAP Financial Management Procedures**

**1 October 2016**

### **ARIZONA WING FINANCIAL MANAGEMENT PROCEDURES**

Below are the Arizona Wing Financial Management Procedures (FMP) IAW CAPR 173-1 dated 15 November 2012, CAPR 173-3 dated 27 February 2015 and CAPR 173-4 dated 16 December 2014. These procedures provide more local detail or clarification yet do not override the regulations. Throughout this document all references to signatures or approvals may also be accomplished as an Electronic approval through Sertifi and the word usage of signature or approval (electronic or written) are synonymous.

#### **1. Invoice Approval Policy**

- a. Two members or approvals are required through Sertifi to approve an invoice as indicated on CAPF 172. This approval is to verify that the invoice/reimbursement is accurate, reasonable, the items or services purchased are in working order and all items have been received or services completed and authorizes payment.
- b. All reviewers shall initial and date the invoice in a conspicuous manner as for the approval of payment of the invoice. Electronic approvals must be attached for approval of the invoice.
- c. For payments over \$1,500, majority finance committee approval is required, either through Sertifi or finance committee minutes.
- d. All credit cards statements and fuel accounts will be approved via Sertifi with a quorum of the finance committee members required.
- e. As approved on CAPF 172 any member of the Wing finance committee or authorized signatory on the checking account may approve all other invoices.

#### **2. Recurring Expenses**

- a. The recurring expenses are as listed in the annual CAPF 172. The recurring expenses are authorized to be paid each month without further approval. (Approval is by virtue of this document being accepted by the Wing Finance Committee)
- b. The listed account number must match for the associated vendor and the amount must be under the limit listed. If either of these criteria is not met, the invoice must be approved via normal invoice methods.

#### **3. Credit cards**

- a. Wing Credit Cards, Credit Accounts and Prepaid Credit Cards.
  - 1) The Wing Commander is the only member authorized to sign any credit applications.
  - 2) The Wing Commander is the approving authority as to whether a staff member or unit has a credit card, credit account or prepaid credit card.

b. Aircraft Fuel Credit Cards

- 1) The corporate aircraft fuel credit cards will be used for corporate aircraft fuel and oil only on authorized USAF/CAP missions. The corporate aircraft "N" number and mission number will be written on each receipt.
- 2) The corporate aircraft credit card will not be used for any other expenses.
- 3) The corporate aircraft fuel credit cards will not be used for privately-owned aircraft for any purpose. Authorized reimbursements must be submitted on a CAPF 108 indicating the mission number.

c. Ground Vehicle Fuel Credit Cards

- 1) The corporate vehicle fuel credit cards will be used for fuel and oil only for corporate vehicles (COV) on authorized USAF/CAP missions, and will not be used for maintenance expense or purchase of personal items or food.
- 2) The fuel receipt for a USAF/CAP mission ground vehicle charge will be uploaded into WMIRS within three (3) days of the ground sortie.
- 3) The Wing commander is the only member authorized to give approval for usage of the wing credit card for non-authorized USAF/CAP missions.
- 4) TUVs (Temporary Use Vehicles) and POVs (privately-owned vehicles) will not use any corporate vehicle credit card for expenses. Use of POVs or TUVs on CAP missions must receive prior written authorization and approved reimbursable expenses must be submitted on a CAPF 108.

d. Use of Credit Cards

- 1) Personal use of the Wing Credit cards is strictly prohibited. One warning will be issued if the card is used for personal expenses. Should this happen a second time the credit card will be deactivated. The intent to reimburse the wing is not justification to use the Wing credit card for personal purchases. A third warning within a year's time will be subject to membership termination procedures.
- 2) The use of credit cards will be for authorized purchases only.
- 3) Any unauthorized use of the Wing Credit cards will immediately be reimbursed to the wing.
- 4) Units and member who use the Wing Credit card for unauthorized purchases will receive a warning and instruction on proper usage of wing credit cards. Upon the member or unit using the wing credit card for unauthorized purchases a second time, the member or unit will be warned a second time, receive instructions on proper usage of wing credit cards and the credit card will be deactivated. No new card will be issued for a minimum of 60 days from the card being deactivated. The unit or member will need to display that they understand financial responsibility in use of the wing credit cards. Upon the member or unit using the wing credit card for unauthorized purchases a third time, the member or unit will be warned a third time member or unit will be placed upon administrative freeze until such time as the member or unit have been mentored in proper use of wing credit card and the unit or member can display financial responsibility towards use of the credit card. The credit card will be deactivated immediately after the member or unit receives the third warning. The unit will not receive any new credit cards until at least six months has passed and the unit and member can display financial responsibility in the use of the wing's credit cards. Upon the fourth unauthorized use of a wing credit card, the unit or member will be warned and the unit or member will be subject to membership termination procedures or unit deactivation. All credit cards for a unit that has been warned a fourth time will be deactivated immediately and not reissued for at least a year.

- 5) Wing credit cards will not be used for cash advances.
  - 6) All uses of the wing credit cards will be documented and reported to the Wing HQ. **All receipts must be turned in within three days for credit cards or on a monthly basis for prepaid cards.** Any charge made by a member or unit that the receipt is not turned in to Wing HQ, will be invoiced directly. It is the responsibility of the member or unit to turn in all receipts. The invoice will be pending until it is paid or the receipt is turned in. If the expense belongs with the unit or member, then the unit is responsible to reimburse the wing. All receipts must show what the expenditure was for to facilitate posting to the correct accounts. Vehicle identification numbers, aircraft N numbers, mission numbers, the purpose of the expense and any other identifying information necessary to facilitate the categorization of these expenditures is a requirement. All receipts must be legible in their original form, i.e.: you cannot handwrite the total charges onto a photocopy of the receipt. A warning will be issued for failure to turn in receipts. After the second warning the credit card will be deactivated. After the third warning, the member or unit will be on administrative freeze until such time that all receipts and charges are accounted for. After a fourth warning, the member or unit will be subject to membership termination procedures or unit deactivation.
  - 7) All aircraft and fuel receipts that are on non WMIRS missions that have been pre-approved by the wing commander will be forward to the wing headquarters office with the reason why the card was used and the approval of the wing commander's attached. The receipt and commander's approval will be sent to the wing headquarters office within three days of the commander's approved activity.
  - 8) The members listed in the Wing's CAPF 172 that are authorized to use a credit card will turn in their receipts to wing headquarters office within three days of purchase.
  - 9) Credit limits for the cards will not be exceeded.
  - 10) All approved staff members and units will have on file at Wing Headquarters their approval and Financial Management Procedure pertaining to credit card usage. Approved Prepaid Credit Cards will submit monthly statements to Wing with the receipts attached. The finance committee, prior to purchase, will approve expenditures exceeding \$1,500.00.
  - 11) The credit cards will be used to pay for expenditures related to wing activities to include but not be limited to:
    - a) Official travel expenses to include airline fares, hotel, rental car and meeting charges.
    - b) Office and computer supplies.
    - c) Minor or reimbursable vehicle repairs.
    - d) Miscellaneous items for official business only.
  - 12) Authorization and usage of card will be in accordance with the Wing's FMP, the Wing's CAPF 172 and CAPR 173-1.
  - 13) The Wing credit cards are assigned to the aircraft and the vehicles and if the aircraft or vehicle is assigned to another unit inside the wing, the credit stays with the aircraft or vehicle. If the aircraft or vehicle is assigned to another wing, then the Wing credit cards need to be pulled from the aircraft or vehicle and forwarded to wing headquarters.
- e. Lost or Stolen Credit Cards
- 1) Any Arizona Wing CAP credit card that is lost or stolen must be reported immediately. Notification to the Wing Commander, Wing Office, and Wing Finance Officer first and then to the credit card issuer.
- f. NHQ Credit Cards..
- 1) The Vehicle Maintenance Credit Cards are NHQ's credit cards.
  - 2) **The Aircraft Credit Cards are NHQ's credit cards.**
  - 3) The use of the **NHQ** credit card will be in accordance with the NHQ policy.

- 4) The NHQ aircraft credit cards are issued specifically to the aircraft and will go with the aircraft. If the aircraft is assigned to another wing, the NHQ credit card will go with the aircraft.
- 5) The NHQ vehicle credit cards are issued specifically to the vehicle and will go with the vehicle. If the vehicle is assigned to another wing, the NHQ credit card will go with the vehicle.
- 6) Copies of the invoice charge on the Vehicle Maintenance credit card needs to be emailed to the Wing Transportation Officer and the Wing Administrator both within three days of the charge.
- 7) A copy of the invoice has to be uploaded into ORMS for that vehicle. The invoice needs to be uploaded in e-services in ORMS.
- 8) If the card is lost, stolen or needs to be replaced please contact the AZ Wing Transportation Officer or the Wing Administrator and they will get a new card issue to the vehicle.
- 9) Units that continue to lose the WEX card will be mentored in proper use of the WEX Card and NHQ's policy pertaining the WEX program.
- 10) If a unit loses a card three times within one year, the unit could face having the vehicle transferred to another unit.

#### 4. Travel Policy

- a. Arizona Wing travel should be undertaken when the benefits of the trip will serve to execute or improve Civil Air Patrol programs and services. Arizona Wing will pay for member travel incurred in pursuit of CAP goals, when authorized by the wing commander or requested by National Headquarters. Members are expected to observe CAP regulations, policies and procedures when reporting expenses related to travel.
- b. Guidelines:
  - 1) Wing members should be forward thinking in looking for the best return on investment. This policy is intended to provide guidelines for wing members to ensure effective use of time and to minimize expenses. While this policy strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveling member. The member should be aware of the right of wing staff to review claims and should therefore maintain sufficient records to validate expenses incurred.
  - 2) Because of the time and expense involved, travel should be undertaken only when personal contact is necessary to conduct the required mission or purpose and when no other form of communication may be substituted. Should travel be necessary, it is the member's responsibility to keep the costs associated with the trip to a reasonable minimum.
  - 3) Airline, hotel, and rental car reservations should be made using the lowest rate available. Lodging rates for National meetings and wing conferences will be reimbursed at the conference or host hotel rate.
  - 4) Members on wing business travel are official representatives of Civil Air Patrol and the Arizona Wing, and it is expected that their public behavior will, at all times, project an image that is a credit to the organization.
  - 5) Members on WMIRS missions requesting RON must obtain advance NOC approval.
- c. Reimbursement of member expenses:
  - 1) To be reimbursed, member costs for travel, fuel, etc. must be reasonable and in accordance with CAP regulations and wing policies. The general criteria for a reimbursable expense are:
    - a) Reasonableness of the expense, and
    - b) Wing-related business purpose.
    - c) Acceptable expenses include, but are not limited to, lodging, air transportation, vehicle fuel, taxi fare or car rentals, and purpose-related telephone calls.

- 2) Members must include the business purpose of the travel with their reimbursement travel report and receipts.
- d. CAPF 108 expense report:
- 1) CAPF 108 or an internally developed wing form may be used to document travel and obtain reimbursement. The travel form should be filed within 30 days after the completion of the travel. Only reasonable wing-related expenses may be reimbursed. All required receipts for reimbursed expenses should be attached to the form. The traveling member should sign the travel form verifying validity, and an appointed member should also sign in order to authorize reimbursement.
  - 2) **The AZWG Form 9 is used to submit a check request for a member at wing level.**
- e. Travel expenses:
- The wing may reimburse reasonable expenses for members authorized to travel. Members must retain and attach receipts for all travel related to expenditures regardless of dollar value. These receipts must be attached to the wing travel form for reimbursement. If the wing credit card is used to pay for travel-related expenses, receipts for authorized credit card purchases will be submitted with the monthly credit card statement.
- f. Travel advances:
- The finance committee will approve travel advances on a case-by-case basis. The member must submit a budget report to the finance committee detailing the estimated costs of the wing-related travel. The finance committee will determine the authorization and amount of the travel advance. Traveling members receiving travel advances will be required to repay any funds that are in excess of actual expenses incurred. The member will submit a report listing expenses incurred and will attach respective original receipts to the report. If the member does not submit the report with all receipts within 30 days, the member will be responsible for reimbursing the wing the entire amount of the advance. **The member will fill out the AZWG Form 7 is to be used for a travel advance.**
- g. Air Travel:
- 1) When a wing aircraft may not be used for travel and air travel is required, all airline reservations and ticket purchases will be made by the member's personal credit card or the wing credit card. Written approval must be obtained by the finance committee for air travel. Non-refundable tickets are to be used for the ticketed flight. In the event the member's itinerary changes prior to departure and a change fee is charged, the wing will reimburse the change fee only with written authorization from a member of the finance committee.
  - 2) Flights should be booked as far in advance as possible to obtain advance purchase prices on tickets. Airfare will be reimbursed to members by submitting wing travel form with a copy of the payment document.
  - 3) Members are encouraged to economize on airport parking where practicable. Cost saving measures should include parking in longer-term lots for trips. All parking expenditures should be itemized on the wing travel form and receipts should be attached.
  - 4) When making reservations, members should accept the lowest fare in the market place without regard to the airline providing the service. For purposes of obtaining the best fare possible, the member should be reasonably flexible regarding flight times. Every attempt should be made to take advantage of reduced rates.
  - 5) Coach class (or lowest available) should be used by all members. Business and First class fares are not authorized.

- 6) Unused non-refundable tickets are to be applied to future tickets. Members are reminded of their responsibility to reschedule non-refundable tickets in order not to lose the value of the scheduled airfare when a trip is cancelled.
- 7) Private Aircraft--Private aircraft expenses may be paid if the pilot has the Wing Commander's approval along with a copy of an appropriate, current pilot certificate and proof of insurance. Reimbursement may be made on the cost of the fuel to the same destination.

h. Ground transportation:

- 1) Members are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP wing vehicles for transportation during wing-related travel. If a rental car is required, members will select the lowest cost rental vehicles that meet purpose requirements. Members should retain receipts for this along with any fuel purchased for the rented vehicle. Luxury size sedans or SUVs are not allowable without prior approval of the finance committee. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of reserved model.
- 2) The wing may reimburse fuel for members who use a personal vehicle for travel. Tolls and parking charges may also be reimbursed for both personal and rented vehicles. Members are responsible for all other expenses incurred while driving their personal vehicles, including moving traffic violations and parking tickets.
- 3) The wing may not compensate the member using his/her own vehicle for any physical automobile damage or for any amount, which may be deductible from the member's collision insurance coverage.

i. Meals:

- 1) Business Meeting Meals or Entertainment: Business meeting meals or entertainment must have a business purpose and must include two or more persons. Costs should be reasonable and customary for the location. Itemized receipts are required. A CAPF 170 needs to be submitted for all business meeting meals or entertainment.
- 2) Use of the credit card: The credit card is the preferred method of payment for such expenses.
- 3) Reimbursement: If the expense was out-of-pocket, it may be submitted for reimbursement on the form. Tips for business meeting meals or entertainment are reimbursable up to 20% of meal cost.
- 4) Alcoholic beverages: Regardless of the payment method used, alcoholic beverages associated with a business meeting meal or entertainment will not be charged.
- 5) Personal Meals: Personal meals are individual, everyday meals consumed during business travel. A maximum of three personal meals per day may be reimbursed.
- 6) Same day travel: Wing members do not qualify for personal meal reimbursement during same-day travel. IRS regulations require that an employee be away from home substantially longer than an ordinary day's work **and** during the time away from home, need sleep or rest.

j. Miscellaneous:

- 1) Telephone and fax: Reasonable charges for communications made for wing-related purposes will be reimbursed. Receipts for those charges must be attached unless included on the hotel statement. Internet charges are also reimbursable with prior approval.
- 2) Laundry: Personal laundry and cleaning and pressing of clothing will not be reimbursed.
- 3) Tips: Reasonable tips for baggage handling may be reimbursed.
- 4) Registration fees: Reasonable charges for registration fees may be reimbursed.
- 5) Alcoholic beverages: Alcoholic beverages will not be reimbursed.

## 5. Bank Transfers

- a. All electronic transfers of funds require two signatures, regardless of the amount. All electronic transfers greater than \$1,500 require the approval of the Wing Finance Committee. Batch transfers are not considered over \$1,500 if none of the individual items are more than \$1,500.
- b. Transfers of unit funds require the approval of the unit. The approvers on these transfers will be in accordance with the information listed in the CAPF 172.
- c. The unit will submit an AZWG Form 6 to request the transfer of funds.
- d. Persons authorized to make bank transfers will be in accordance with the CAPF 172 and their limits.

## 6. Wing Unit Checks

- a. Properly executed Check Requests from Units below Wing do not require any additional Wing officer authorization to authorize payment.
  - (1) Standard Check Requests require at least two signatures, which are to be verified against the Unit's Authorized Approvers list on the CAPF 172. Check Requests over \$500 require a copy of the Unit's Finance Committee minutes or a quorum of the Unit's Finance Committee approval.
  - (2) Check Requests for a Recurring Payment submitted by the Unit only need one authorizer (other than the Commander) which is to be verified against the Unit's Authorized Approvers list on their CAPF 172 and that the payment and amount is within the limit on the Unit's CAPF 172 for the specified vendor and account.
  - (3) Unit bills sent directly to the Wing by the Vendor are to be verified against the Unit's CAPF 172 for the correct account and that the amount is within the limit on the Unit's CAPF 172. If the amount is over the limit or the CAPF 172 is not current, the bill will be returned to the unit for further action.
- b. Any discrepancy in the above will result in the Check Request being returned to the Unit for correction. In unusual circumstances, the Check Request may be approved by at least two Wing Finance Committee Officers as necessary to correct the discrepancy.
- c. The preferred method of processing Unit checks will be via the checking account's 'On-line Bill Pay' services. If an actual check is to be written, two signatures will be required of authorized checking account signatories.
- d. The AZWG Form 6 is the check request form for Units below Wing.
- e. It is the unit's responsibility to notify the Wing HQ office of any change in address of a payee. The AZWG Form 10 is to be used to notify the wing.

## 7. Check Cashing

- a. All checks from all Arizona Wing checking accounts and all withdrawals from Arizona Wing savings accounts or Certificates of Deposit will require 2 signatures.
- b. Checks issued by Arizona Wing to units and individuals will be cashed within 90 days of the issue date. Checks held after 90 days will be voided and the funds will be released back to the appropriate Wing account.
- c. Electronic payments issued by Arizona Wing will have the invoice reviewed and approval for payment obtained by at least two members of the finance committee before electronic payment is made. For amounts over \$1500, approval of majority of finance committee members is required. Batched invoices are not considered over \$1500 if all the individual invoices are under \$1500.

## 8. Fundraising

- a. **All requests** for fund raising activities from all units within the wing will follow the following procedures:
  - 1) Requests will be completed through Arizona eWing using the Operations Plan Submittal System.
  - 2) The fundraising request will be submitting as an operation plan. All appropriate information and documentation needs to be submitted with the request.
  - 3) The squadron commander, Wing Commander, Wing CVA, WG SE, WG/JA will review and either approve or denies the plan and can make comments
  - 4) The plan is in “pending” status until reviewers approve the plan, or until the first “denied” is entered.
  - 5) If any one reviewer denies the plan, the plan receives the “Denied” status.
- b. Units must obtain approved status from all approvers for their fundraiser before they initiate their fundraising project.

## **9. Aircraft Minor Maintenance Payments.**

- a. In accordance with CAPR 173-1 Sec.12 & 13, invoices will be created monthly by Wing as an account receivable from the pilots or units owing for the maintenance portion of their B- or C-level flights based on the information in WMIRS. All non-NHQ-reimbursed flying must be recorded in QuickBooks using invoices on an accrual basis.
- b. In accordance with CAPR 173-1 Sec.14 & CAPR 173-3, Arizona Wing may charge more than the published reimbursement rate for all category B & C mission customers, including members, who request to fly CAP aircraft, but will not charge less than the published reimbursement rate. The wing finance committee will annually approve the reimbursement rate that the wing will charge for members who fly CAP aircraft and that information will be shared with the units below wing.
- c. The billing of the invoices for flying will be done by email. The pilot or unit is responsible to keep their email up to date with wing headquarters office using AZWG form 173-1D.
- d. The billing of the invoice will go to the PIC or to the member or unit listed in the objective column in WMIRS if the bill-to-name is different than the PIC.
- e. Members or units responsible for payment of flying will have 30 days from billing to make their payments.
- f. All payments for flying will be sent to wing HQ for deposit. Pilots can send their payment through IPN, to the wing office or to the wing’s bank account. If the payment is directly deposited to the wing’s bank account then a deposit advice and a copy of the bank’s deposit slip must be submitted by the pilot to wing office.
- g. Members or units responsible for flying payment who have not paid for their flying, will have their information forwarded to the Director of Operations and the Wing Commander. The Director of Operations will warn the member or unit that they have 15 days to pay the bill or the member or unit will be put on freeze for non-payment of flying.
- h. Members or units who have been put on freeze will not be able to fly until their financial obligations have been met.
- i. Members or units who have been put on freeze a second time will not be able to fly for 30 days after removal of freeze.
- j. Members who have been put on freeze a third time will be subject to membership termination procedures in accordance with CAPR 35-3 par 4.b.(3).
- k. Units that have been put on freeze a third time will be subject to deactivation.

## **10. Tasks of CVA and Assistant Directors of Finance.**



- a. To help the Wing Director of Finance and the Arizona Wing Finance Committee to assist and supervise subordinate units to ensure that all financial, regulatory, and reporting requirements are met, the Arizona Wing will use the Assistant Directors of Finance to assist the Area Vice Commanders (CVAs) in their role of mentoring the leadership of the subordinate units in their areas and to assist the subordinate units in ensuring proper management of the unit's funds. These assistants will help the Director of Finance to assist the CVAs in quality control of the financial aspects of subordinate units as part of their oversight positions and to help to ensure that the subordinate units, as part of the wing, are in compliance with CAPR 173-1. . In order to verify the quality of financial management and control at the unit level, the CVAs will collect from their unit's copies of selected documents as specified by the Director of Finance. According to agreed time lines, the CVAs will summarize the compliance of their units in this task and, preferably by regular mail, send the document copies along with the compliance summary to the appropriate Assistant Director of Finance for quality evaluation. The Assistant Director of Finance will forward his/her quality evaluation to the Director of Finance who will then report the evaluations to the Wing Finance Committee.

## 11. Wing and Subordinate Unit Finance User Guides.

- a. The Wing's Unit Finance User Guides are to be used as tools to assist the-finance committee members in their roles as their Unit's Finance Committee to meet the requirements as listed and specified in CAPR 173-1, Section 9, b & c, and Arizona Wing's Financial Management Procedures (FMPs). The User Guides are written to clarify and add details relating to documentation, processing, etc, which are unique to Arizona Wing and its Sub-Units. Their application is supervised respectively by the Director of Finance with the help of the Assistant Finance Directors.
- b. The goal of the User Guides is to promote and ensure the integrity of financial management practices and financial reporting at subordinate unit as well as at Wing level.
- c. The purpose of the User Guide is to help ensure that the requirements of CAPR 173-1 are met.
- d. Unit Finance Committees are strongly encouraged to be familiar with the Finance Guide found on NHQ's web site, with emphasis on the Subordinate Unit Procedures.

## 12. Finance Documentation.

- a. In accordance with CAPR 173-1, paragraph 6, the Arizona Wing has established Arizona Wing (AZWG) forms to facilitate the requirements for documentation of all transactions and updating Arizona Wing Finance Officer contact information. The following forms have been added:
- b. AZWG Form 5 - Deposit Advice. This form is used by units below the Wing level for making a deposit. The form is self explanatory and is to be submitted to the Wing Administrator with the actual deposits.
- c. AZWG Form 6 - Units below Wing Level Check Request. This form is used by units below the Wing level for requesting a check for personal reimbursement of unit expenses. The form is self-explanatory and is to be submitted to the Wing Administrator with expense receipts.
- d. AZWG Form 7 - Arizona Wing Cash Advance Request. This form is used by all Arizona Wing Personnel for requesting a cash advance for approved CAP purchases and expenses. The form is self-explanatory and is to be submitted to the Wing Administrator.
- e. AZWG Form 8 - Email Change of Address Request. This form provides an expeditious method of updating any email address changes for Finance Officers within the Arizona Wing. The form is self-explanatory and should be completed by any Arizona Wing Finance Officer who has changed or is changing their email address to ensure continued communications and Sertifi Electronic Signature system access. The completed form is to be submitted to the Wing Administrator in a timely manner.

- f. AZWG Form 9 - Arizona Wing Disbursement Request. This form is used by CAP personnel submitting a check request for personal reimbursement of Arizona Wing expenses. The form is self-explanatory and is to be submitted to the Wing Administrator with expense receipts.
- g. AZWG Form 10 – Arizona Wing Change of Address for Payee. This form is used by CAP personnel, units and members, when a change of address for a check request is needed. The completed form is to be submitted to the Wing Administrator, so that the payee’s address is correct with the bank.

**13. This FMP supersedes all previous FMPs.**

Martha C. Morris, Colonel, CAP  
Commander, Arizona Wing

Adopted by Wing Finance Committee: Date: \_\_\_\_\_

Reviewed by Wing Finance Committee: Date: \_\_\_\_\_

**AZWG FMP, Ver c      October 1, 2016**  
Supersedes Previous Versions; Distribution: All Wing FM, CC, Website

<p>E-Signed : 10/20/2016 10:17 PM CST</p> <p><b>Col Martha Morris</b></p> <p><b>CAP</b></p> <p>martha.morris@azwg.org approve: Y Comments: N/A Voting: APPROVED IP: 174.26.130.219</p> <p>Sertifi Electronic Signature DocID: 20161020124953757</p>
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**Lisa Mandile**

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