

Finance

FINANCIAL PROCEDURES AND ACCOUNTING REPORT FOR UNITS BELOW WING LEVEL

This regulation supplement prescribes additional procedures in effect for all Wisconsin Wing CAP units. Full understanding of this supplement may only be obtained by reading it in conjunction with CAPR 173-1 11 February 2007.

CAPR 173-1 is supplemented as follows:

4. **Wing Banking. Added** All Wisconsin Wing Units are required to participate in the Wing Banking Program.
 - c. Units will comply with policies and procedures as published by Wisconsin Wing in the *Wisconsin Wing Banker Program Procedure Manual*.

10. **Credit Cards. Added** Wisconsin Wing Units are authorized a Wisconsin Wing Unit Funds (UF) VISA credit card subject to the rules and limits below.
 - a. Prior to being issued a WIWG UF Visa credit card, each unit must submit a written credit card policy to the Wisconsin Wing Director of Finance (WIFM).
 - b. Any WI Wing unit may be issued two cards.
 - c. Each card will have a maximum credit limit of \$1,000.
 - d. The credit cards may only be used to pay for expenditures directly related to those activities within the scope of duty.
 - e. The aggregate balance on each account at any one time may not exceed the credit limit of the card, or the balance the unit has in the Unit Funds checking/savings account, whichever is lower. The UF credit card balance must be paid in full on a monthly basis.
 - f. Purchases over \$250.00 continue to require the Unit's finance committee approval.
 - g. All uses of the WI Wing Unit Funds VISA credit card will be documented and reported to the Wing Administrator (WIWA).
 - i. All receipts must be turned in on a monthly basis with the unit's credit card statement. Statements and receipts must be submitted to the WIWA a minimum of 15 days prior to payment due date.
 - ii. All receipts must show what the expenditure was for to facilitate posting to the correct accounts.
 - iii. 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.

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OPR: WIFM

DISTRIBUTION: 1 each Wing Staff Officer, Group, Squadron and Flight

