

WA WING CIVIL AIR PATROL FUNDS TRANSFER

SEE INSTRUCTIONS BELOW

Date: _____ Requested By: _____	FOR WING USE ONLY Date Transferred: _____ Transferred By: _____
Unit Charter Number: WA- _____ Unit Name: _____	

Amount: \$ _____ (Enter Transfer Amount Above) Account From: _____ (Enter Unit/Account Name/Wing Dept to transfer from above) Account To: _____ (Enter Unit/Account Name/Wing Dept to transfer to above)	For Wing Use Only Acct # From: _____ Acct # to: _____
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DESCRIPTION/PURPOSE OF TRANSFER

APPROVAL

Wing/Unit Finance Committee Member's PRINTED/TYPED Name & Signature	Date:
Wing/Unit Finance Committee Member's PRINTED/TYPED Name & Signature	Date:
Wing/Unit Finance Committee Member's PRINTED/TYPED Name & Signature	Date:
For amounts in excess of \$500, the above signatures certify unit finance committee approval and proper recording in unit finance committee minutes IAW CAPR 173-1, para 9.b.(8). (For units below wing level only.)	
Date Approval recorded in unit FC minutes:	

INSTRUCTIONS

1. This form is used for transferring funds between units and/or wing departments.
2. Where used, certifi approval can be substituted for the signatories above.
3. For units below wing level, amounts over \$500 require a minimum of two finance committee member approvals.
4. Attach all supporting documents for the transfer and email documentation to: WAWA@wawg.cap.gov.