

# WA WING CHECK REQUEST FOR WING FUNDS

\*\*\* SEE REVERSE FOR INSTRUCTIONS \*\*\*

Date Submitted: \_\_\_\_\_

Wing Department: \_\_\_\_\_

Issue Check to (Payee or Organization): \_\_\_\_\_

Mail Check to (Name or Organization): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Payment Method:**

Direct Deposit

Check - Mailed

Budgeted?      Yes      No

## ITEMIZED EXPENSES

\*\*\* MUST BE SUBMITTED WITHIN 60 DAYS OF INCURRING EXPENSE OR RECEIVING INVOICE WILL NOT BE HONORED \*\*\*

VENDOR	CHART OF ACCOUNTS NUMBER	DESCRIPTION / PURPOSE	EXPENSE DATE	AMOUNT
<b>TOTAL -&gt;</b>				

## APPROVAL

Submitter's PRINTED/TYPED Name	Signature (See Notes)	Date Approved
Department or Activity Director's PRINTED/TYPED Name	Signature (See Notes)	Date Approved
Unit Finance Committee Member's PRINTED/TYPED Name	Signature (See Notes)	Date Approved
2nd Finance Committee Member's PRINTED/TYPED Name	Signature (See Notes)	Date Approved
3rd Finance Committee Member's PRINTED/TYPED Name	Signature (See Notes)	Date Approved
Wing Commander's PRINTED/TYPED Name (if applicable)	Signature (See Notes)	Date Approved

### \*\*\* NOTES - SEE REVERSE FOR DETAILED INSTRUCTIONS \*\*\*

1. Amounts **UNDER \$500** require a minimum of one (1) approval. Amounts **OVER \$500** require Finance Committee approval.
2. Members can not approve a check issued to themselves or to members of the same household.
3. The second/third Finance Committee member signatures are only necessary when Wing Finance Committee approval is required.
4. The Wing Commander's approval may be necessary under certain circumstances.

## INSTRUCTIONS

1. This form is for Wing Headquarters or Activities to request a check for payment from their funds deposited in the Wing Headquarters Bank account.
2. For "Date Submitted" enter the date submitted to wing. (Click on date space and a pull-down date selection will appear).
3. Enter the Wing Department or Activity name.
4. Enter full name of payee. If you want the check mailed to an address different from the payee's, then include a name in the "Mail Check To" section. Otherwise, leave blank.
5. Enter the address to match the "Issue Check To" or "Mail Check To" as applicable
6. Enter the recipient phone number. Please note that this is now a required field.
7. Select the payment option. Direct Deposit requires enrollment in the WAWG direct deposit program. If the payee has not enrolled, a WAWG Form 37 must be submitted.
8. Itemized Expenses - Each expenditure must be supported by proper documentation (receipt invoice) unless requesting an advance of funds. If requesting an advance, then complete and submit a WAWG F 33 instead.
9. For each itemized expense list the name of the vendor (e.g., John A. Doe, WA Wing CAP, Wreaths Across America, City of Boondock, etc.). For dining receipts, include the itemized receipt initially provided by the server prior to payment that lists meals, beverage, etc. The final credit card receipt is not sufficient alone. **Failure to submit the itemized dining receipt may result in delays which may cause the expense to be denied.**
10. Give a brief description or purpose of the expenditure such as Fund Raiser, Utility Bill, Vehicle Maintenance Fee, Snow Removal, etc. If there is an invoice number, then include it here. Below are some examples, although not all, of possible expenditure purposes. See the NHQ Chart of Accounts available on the WAWG Website for a more detailed list.

Expense Category	Acct. No.	Expense Category	Acct. No.
ADVERTISING.....	9240000	INSURANCE .....	8700000
AIRCRAFT FUEL.....	7697000	INTERNET FEES .....	7813000
AIRCRAFT MAINTENANCE .....	8110000	MISSION EXPENSE .....	7695000
AWARDS .....	7120000	OTHER OFFICE SUPPLIES .....	7700100
CADET ACTIVITIES .....	8475020	POSTAGE & SHIPPING.....	7900000
COMMUNICATIONS EQUIPMENT PURCHASE ...	7745000	PRINTING & PUBLICATIONS .....	8230000
CONFERENCE EXPENSE (WING) .....	8510000	RENT.....	8010000
CONTRIBUTED FACILITIES/UTILITIES .....	8020000	SCHOLARSHIPS .....	7135000
ENCAMPMENT EXPENSES .....	8475010	SENIOR MEMBER ACTIVITIES EXPENSE.....	8476010
EQUIPMENT LEASES.....	8121000	TELEPHONE & COMM .....	7810000
EQUIPMENT PURCHASES .....	7735000	TRAVEL .....	8310000
EXPENDITURES WITH REGION / WING .....	9520090	UNIFORMS (CADETS) .....	2015000
FACILITY EXPENDITURE – OTHER .....	8085000	UTILITIES.....	8015000
FUND-RAISING EXPENSES.....	9306100	VEHICLE FUEL .....	7696000
INSIGNIA PURCHASES (VANGUARD) .....	2015000	VEHICLE MAINTENANCE .....	8120000