



NATIONAL CAPITAL WING SUPPLEMENT 2

CAP REGULATION 173-1

25 SEPTEMBER 2017

APPROVED/A. FARRIS/CAP/FM

Finance

FINANCIAL MANAGEMENT PROCEDURE – CREDIT CARDS

CAP Regulation 173-1, dated 15 November 2012, is supplemented as follows:

Paragraph 20 Added. Wing credit cards are issued through PNC Bank. The cards maintain a \$10,000 credit limit between all cards issued. Each card is imprinted with the name of the authorized user.

Cards may be issued to NatCap Wing members with approval of the wing finance committee based upon a demonstrated business need.

Card users must email the receipt information to NATCAPWG/WA as soon as practical following each transaction with:

- Date of purchase;
- Transaction amount;
- Payee name;
- Item description; and
- Unit budget category class.

In lieu of the receipt information above, a scan of the receipt may be emailed that must include the unit budget category class for each item. An original receipt must be submitted within 30 days of purchase. If a receipt is not provided or lost, a statement explaining the reason and detailed description of purchase must be provided.

Statements are electronically issued, which detail each cardholder's transactions. Upon receipt, each account is reviewed for apparent compliance with the permitted usage guidelines. In the event that the charge is not a justifiable business expense, the wing finance committee will determine appropriate actions.

In the event a card is lost or stolen, notify PNC Bank at 1-800-474-2101 immediately. Also notify NATCAPWG/WA.

JANON D. ELLIS, Col, CAP
Commander

Attachment 1

COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
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No Compliance Elements