



**NATIONAL CAPITAL WING SUPPLEMENT 4**

**CAP REGULATION 173-1**

**25 SEPTEMBER 2017**

**APPROVED/A. FARRIS/CAP/FM**

**Finance**

**FINANCIAL MANAGEMENT PROCEDURE – DISBURSEMENTS**

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

**Paragraph 18 Added.** All requests for reimbursement or payments will be made via the wing FM Form 1: *Disbursement Request*, dated March 2016. The form is located on the Wing Publications page at [www.natcapwg.cap.gov/pubs](http://www.natcapwg.cap.gov/pubs). The unit budget categories are derived from the classes assigned in QuickBooks, which are outlined on the unit budget worksheets available on the internal finance website at [Finance.NatCapWing.org](http://Finance.NatCapWing.org).

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Commander

**Attachment 1**

**COMPLIANCE ELEMENTS**

| OPR                    | # | Compliance Question | How to Verify Compliance | Discrepancy<br>Write-up | How to Clear<br>Discrepancy |
|------------------------|---|---------------------|--------------------------|-------------------------|-----------------------------|
| No Compliance Elements |   |                     |                          |                         |                             |
|                        |   |                     |                          |                         |                             |
|                        |   |                     |                          |                         |                             |