



# CAP REGULATION 173-1

13 SEPTEMBER 2018

APPROVED/H. LAGERMAN/CAP/FM

Finance

## FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1 (ICL 17-02), dated 15 November 2012, is supplemented as follows:

### 33. Added. Louisiana Wing Finance Forms

**33. a. Added.** LAWBP Form 3 *Subordinate Unit Deposit Form*. The Subordinate Unit Deposit Form must be submitted when a unit deposits money into the local bank used for the Wing Banker Program. Deposits should be listed on the form and show from whom the funds were received (First and Last Name are required), the account and description, whether it is cash or a check, list the check number, and the amount. The LAWBP Form 3 must be sent to wing and must have a copy of the bank deposit receipt and copies of the checks deposited.

**33. b. Added.** LAWBP Form 4 *Louisiana Wing Request for Payment from Subordinate Unit*. In order for units to have payments made, the unit must complete the *Request for Payment From Subordinate Units* form and submit to wing headquarters with an invoice. The form must be completely filled in to include the Unit Commander's approval signature and a member of the Unit Finance Committee's approval signature. If the payment is under \$500 the Unit Commander or the Finance Officer may sign to approve the expenditure. If the expenditure is over \$500.00 and not included on the Unit's CAP Form 172, an explanation of the expenditure and a copy of the Unit Finance Committee Meeting Minutes must be attached.

**33. c. Added.** LAWG Form 45 *Reimbursement Request/Approval*. The LAWG Form 45 will be used to request reimbursement for approved non-mission reimbursable related expenses. Prior approval is required on expenditures. The LAWG Form 45 must be completed and receipts must be attached. The form with receipts must be submitted to wing headquarters within 60 days after the expenditure is made. If received after the 60-day limit, reimbursement will not be made.

PATRICK YGLESIAS, Colonel, CAP  
Commander

**Attachment 1 - COMPLIANCE ELEMENTS**

There are no additional compliance elements for this supplement.