



NEW HAMPSHIRE WING SUPPLEMENT 2

CAPR 173-1

17 APRIL 2018

APPROVED/H. LAGERMAN/CAP/FM

FINANCIAL PROCEDURE AND ACCOUNTING

WING BANKER

This supplement prescribes the procedures for depositing funds and requesting checks through the Wing Banker Program IAW CAPR 173-1, 11 (r).

1. Subordinate Units (Squadrons, Academies, Activities) making deposits through the Wing Administrator must include a copy of the NHWF 173-1D_Deposit listing the source of the funds with the funds. Do not submit cash. Cash should be exchanged for a check.
2. Subordinate Units (Squadrons, Academies, Activities) making deposits directly to NH Wing accounts must submit a copy of the deposit ticket and a NHWF 173-1B Deposit to the Wing Administrator listing the source of the funds.
3. Subordinate Units or individuals requesting funds from NH Wing should submit a NHWF 173-1C Check Request with appropriate approvals IAW CAPR173-1 11(r).

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Commander

Attachment 1 - COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
NHWG/F M	1.	Do NHWG Subordinate Units document deposits to the Wing Banker Program properly?	Review a sample of deposits for correct submission.	Detailed write-up of discrepancy. --NHWG173-1D --Deposit Ticket	Attach a copy of the NHWF173-1D and deposit ticket to the discrepancy in the Discrepancy Tracking System (DTS).
NHWG/F M	2.	DO NHWG Subordinate Units request funds from the Wing Banker Program properly?	Review a sample of fund requests for correct submission.	Detailed write up of discrepancy. --NHWG173-1C --OPR Approval	Attach a copy of the NHWF173-1C and approval to the discrepancy in the Discrepancy Tracking System (DTS).