

# Oregon Wing CAP Check Request

-Items with an asterisk (\*) are mandatory. If you do not see red borders, click the "Highlight Existing Fields" button at the top right to see the required boxes in red. Incomplete check request forms or missing/incomplete receipts will not be processed.

-Submit this completed pdf form along with receipts in a pdf to Oregon Wing Administrator at [rellis@capnhq.gov](mailto:rellis@capnhq.gov) -All check request approvals will be submitted and approved via DocuSign.

-Reimbursements will be processed in accordance with CAPR 173-1, CAPR 173-3, and Oregon Wing Supplements.

-Reimbursement requests over 60 days from expenditure will not be processed as per CAP regulations.

\*Date

\*Name of Unit Paying  
the Request:

\*Name or  
Company  
to be Paid:

\*Street  
Address:

\*City:

\*State:

\*Zip:

-Provide a clear and detailed description of each expense.

**Travel:** what event and where to? **Fuel:** what event? **Award:** What purpose?

**Example:** *Purchase of insignia, hats, shirts, patches, uniform clothing to be sold later at the squadron.*

**\*DESCRIPTION OF EXPENSE - MUST BE ITEMIZED**

**\*AMOUNT**

\*Name/Grade of Submitter:

Total Amount  
Requested:

**Instructions for Check Request  
Form (ORWG Form 173-103 )  
Version Mar 2020**

1. There is no longer an approval block on the check request form. All forms will be approved via Sertifi.
  - a. Send the completed form plus all documentation (invoices, receipts, etc.) as pdf files to Wing Administrator at [rellis@capnhq.gov](mailto:rellis@capnhq.gov)
  - b. The preferred method of submission is email with the check request form and documentation attached as pdf documents. However, documentation may be mailed or faxed when necessary.
  - c. The Wing Administrator will quality-check the package and will upload it to Sertifi for approval by the Unit Commander (and the Unit Finance Committee if required).
  - d. When all required approvals have been received, the Wing Administrator will issue a check. For approval requirements see CAPF 173-1 par 9, 11 and 18.
2. Required fields on the form are indicated by red outlines. You may need to press the “Highlight Existing Fields” button to see the outlines.
3. Per CAPR 173-1 par 18, all personal reimbursements must be submitted within 60 days of incurring an expense or receiving an invoice. Requests for reimbursement presented after 60 days will not be honored.
4. No member is permitted to authorize his/her own reimbursements.
5. Itemize each expense by highlighting the receipt entered relevant to your check request and providing a detailed explanation for the purchase of the items. The Wing Administrator will determine the correct Chart of Account codes based on the detail you provide.
6. The form does automatically total entries. The total can be less but must not be more than invoice/receipt totals.
7. If advance funds are needed to fund an activity (e.g. Cadet Encampments or Fundraising), prepare a Check Request stating the particulars and send receipts to WING HQ with instructions of when and where to send the check . Requestor must submit all receipts within 10 days after completion of the activity for which the advance was requested, not to exceed 60 days from the date of the advance payment, per CAPF 173-1 par 6m. The requestor assumes all liability for all advances funds. The requestor of advance funds will be included in the Sertifi approvals and his/her approval indicates acceptance of this liability.