



VT WING SUPPLEMENT 2

## CAP REGULATION 173-1

26 August 2021

APPROVED/K. BAKER/CAP/FM

Finance

### CREDIT CARD POLICY AND PROCEDURES

CAP Regulation 173-1, dated 15 November 2012, includes ICL 17-02, dated 15 March 2017, is supplemented as follows:

CAPR 173-1 Paragraph 20e. (Added) The Wing Commander, Vice Commander, Director of Operations, Director of Finance, Aircraft Maintenance Officer and Administrator, and each Unit Commander are authorized to be issued a Wing corporate credit card for approved official expenses permitted by CAPR 173-1 as approved by the Wing Commander.

CAPR 173-1 Paragraph 20f. (Added) Wing credit cards shall have the following monthly spending limits based on duty position. The Wing Finance Committee may approve an increased spending limit for individual Unit Commanders with a demonstration bona fide need.

1. Wing Staff Members: \$1500.00
2. Unit Commanders: \$ 500.00

CAPR 173-1 Paragraph 20g. (Added) General Use Policy.

1. Wing Credit Card purchases shall be for official business associated with expenses in support of Vermont Wing's mission as authorized by the Wing Finance Committee and CAPR 173-1.
2. Invoices and receipts shall be forwarded to the Wing Administrator as soon as possible, but at least within 48 hours of the purchase. A detailed description of the nature of the expenditure must be written on the invoice/receipt with the vehicle ID, tail number, Mission number and sortie as applicable.
3. Invoices/receipts must be legible in their original form; no changes to the original receipt will be acceptable.
4. Lost or illegible receipt requires the credit card holder to complete a letter of explanation detailing the expenses, the purpose, amount and why a duplicate receipt cannot be obtained from the vendor. Submit this letter to the Wing Administrator within 48 hours of the purpose.
5. Use of the Wing Credit Card for cash advance, alcoholic beverages, personal expenses, or any unauthorized expenses are prohibited.
6. Purchases exceeding the pre-approved amounts require prior approval of the Wing Finance Committee.
7. Lost or stolen credit cards must be reported immediately to the Wing Commander and Director of Finance.

8. failure to comply with this policy or CAPR 173-1 will result in the revocation of credit card privileges. See CAPR 173-1 paragraph 20 for specific credit card requirements, restrictions and procedures.
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Richard Beach, Colonel, CAP  
Commander, VTWG

**Attachment 1**  
**COMPLIANCE ELEMENTS**

There are no compliance elements associated with this supplement.