



WASHINGTON WING SUPPLEMENT 2
CAP REGULATION 173-1

27 October 2021

APPROVED/K. Weber/CAP/FM

FINANCIAL PROCEDURES AND ACCOUNTING

CAP Regulation 173-1 is supplemented as follows:

Paragraph 10 Added. Washington Wing will utilize the following general procedures as internal controls:

Online Bill Pay. Applies to Member Reimbursements and Vendor Payments.

All payments issued from wing and squadron accounts will be made through the Chase Business Online Bill Pay system. Upon receipt of the appropriate Check Request Form (WAWG Form 31 or 38), with the designated approver's signature(s) and supporting documentation, the Wing Administrator is authorized to issue payments in the Chase Bill Payment system. The issued payments will subsequently be released for payment within the system by the Wing Director of Finance or Assistant Director of Finance no later than the designated cut-off time (generally 1700 hours PST/PDT) on the day of issuance.

The above process will also be used for monthly/quarterly/annual recurring payments as reflected in the CAPF 172 completed by the affected Unit or Department.

SHELLY J. NORMAN, Colonel, CAP
Wing Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements to this supplement.