



OH WING SUPPLEMENT 2
CAP REGULATION 173-1

29 MAY 19

APPROVED/K. BARNHART/CAP/FM
FINANCIAL MANAGEMENT PROCEDURE
OHIO WING FINANCE FORMS

CAP Regulation 173-1, dated 15 NOVEMBER 2015, is supplemented as follows:

Paragraph 17a Added. All deposits are to be recorded on Ohio Wing Form 10 Deposit Advice (See attachment 2). This form is to be submitted as soon as possible after the deposit is made and must be submitted within 7 days of the deposit.

Paragraph 17b Added. Ohio Wing for 10 Deposit Advice documents will be sent to the Wing Administrator with a copy to the Wing Finance Director. A copy of the deposit slip from the transaction and a copy of any checks in the transaction is to be submitted with the Ohio Wing Form 10 Deposit Advice.

Paragraph 17c Added. If an electronic copy of the Ohio Wing Form 10 Deposit Advice of Paragraph 17a is submitted, the title of the document must take the form DEP YYYYMMDD OHXXX AMOUNT.EXT where YYYY is the year of the deposit, MM is the month of the deposit, DD is the day of the month of the deposit, XXX is the squadron unit number, AMOUNT is the amount of the deposit in dollars and cents (a decimal point is to be included) and EXT is the file extension (Either PDF or DOC)

Paragraph 18a Added. All payments made from the Wing Account must be requested by submitting an Ohio Wing Form 10A (See attachment 3). This form is to be submitted as soon as possible after the original expenditure is made and must be submitted within 60 days of the original expenditure.

Paragraph 18b Added. All payments made from the Wing Banker Squadron Account must be requested by submitting an Ohio Wing Form 10B (See attachment 4). This form is to be submitted as soon as possible after the original expenditure is made and must be submitted within 60 days of the original expenditure.

Paragraph 18c Added. All payments made from the Wing Banker Squadron Account in excess of \$500 must be accompanied by an Ohio Wing Form 10C Expense Authorization (See attachment 5).

Paragraph 18d Added. Ohio Wing form 10A and 10B documents will be sent to the Wing Administrator with a copy to the Wing Finance Director. A copy of all receipts that support the expense are to be submitted with the Ohio Wing Form 10A or 10B.

Paragraph 18e Added. If an electronic copy of the Ohio Wing Form 10A of Paragraph 18a or Form 10B of Paragraph 18b is submitted, the title of the document must take the form YYYYMMDD OHXXX NAME AMOUNT.EXT where YYYY is the year of the expense, MM is the month of the expense, DD is the day of the month of the expense, XXX is the squadron unit number, NAME is the last name of the person to who the expense is to be remitted, AMOUNT is the amount of the deposit in dollars and cents (a decimal point is to be included) and EXT is the file extension (Either PDF or DOC).

Paragraph 18f Added. Advances to members will be made using the Ohio Wing Form 10A or 10B (depending on whether the advance is related to a Wing or Squadron expense). To designate the request as an advance the word ADVANCE will be included in the Purpose of the Funds section of the form.

David Jennison, COL, CAP
Commander, Ohio Wing

ATTACHMENT 1

Compliance Elements

There are no additional compliance elements due to this supplement.

ATTACHMENT 2

Ohio Wing Form 10 Deposit Advice

OHIO WING-BANKER DEPOSIT ADVICE		Unit Charter: GLR-OH-	Unit Name:	Date of Deposit:	
Printed Name of Individual Filling Out Form:					
Line No.	Received From	Brief Description	Acct. Number from Reverse	Check # or CASH	Amount
Line 1					
Line 2					
Line 3					
Line 4					
Line 5					
Line 6					
Line 7					
Line 8					
Line 9					
Line 10					
Line 11					
Line 12					
Line 13					
Line 14					
Line 15					
Line 16					
Line 17					
Line 18					
Line 19					
Line 20					
				Total Amount Deposited	\$0.00

OWF 10 13 MAR 10
 PREVIOUS EDITIONS WILL NOT BE USED.
 Certified 29 MAY 19, MAJ Kevin Houser, FM
 OPR:FM

ATTACHMENT 3

Ohio Wing Form 10A

OHIO WING HEADQUARTERS FUNDS DISBURSEMENT REQUEST			
I. Identifying Data			
Payee	Date Expense Incurred		
	Invoice Number		
	Amount \$0.00		
II. Justification Data			
Purpose of Funds:			
III. Funds Allocation			
Description	Account	Class	Amount
Total Amount			0.00
IV. Actions and Approvals			
Check Number	Typed Name and Grade of Requester	Signature of Requester	
Date Paid	Typed Name and Grade of Approval Authority	Signature of Approval Authority	
Check Amount	Typed Name and Grade of Finance Officer	Signature of Finance Officer	
<i>All signatures must be present for check to be issued.</i>			

ATTACHMENT 4

Ohio Wing Form 10B

OHIO WING BANKER PROGRAM CHECK REQUEST		
I. Identifying Data		
Payee	Unit Charter Number GLR-OH-	
	Date Expense Incurred	
	Invoice Number	
	Amount \$0.00	
II. Justification Data		
Purpose of Funds:		
III. Funds Allocation		
Description	Account	Amount
Total Amount		0.00
IV. Actions and Approvals		
Check Number	Typed Name and Grade of Requester	Signature of Requester
Date Paid	Typed Name and Grade of Approval Authority	Signature of Approval Authority
Check Amount	Typed Name and Grade of Finance Officer	Signature of Finance Officer
<i>All signatures must be present for check to be issued.</i>		

ATTACHMENT 5

Ohio Wing Form 10C



**HEADQUARTERS
GLR-OH-
CIVIL AIR PATROL OHIO WING
UNITED STATES AIR FORCE AUXILIARY**

UNIT EXPENSE OF \$500.00 OR MORE AUTHORIZATION

The Squadron Commander of OH- _____, Civil Air Patrol hereby authorizes the Ohio Wing of the Civil Air Patrol to submit payment to _____ (payee) for _____ (reason) on our behalf in the amount of \$ _____

If OH- _____ does not have enough funds to pay the above described bill, the Ohio Wing Headquarters must contact the unit Commander so additional funds may be deposited into their account.

The Commander and the Finance Officer, by signing below, certify and attest that the payment of these funds, since they are \$500.00 or more, has been Reviewed and Approved by the Finance Committee before authorizing Ohio Wing Headquarters to take this action. The above designated Officers also certify and attest that written minutes of the above described finance committee's meeting were taken and are held by the unit and made part of the permanent financial records. These minutes are available for review upon request.

Squadron Commander

Date

Squadron Finance Officer

Date

Senior Finance Committee Member

Date

Instructions: Fill out the charter number in the header information field. Fill out the unit charter number, payee, reason for payment and amount in the fields in paragraph one.