SOUTH CAROLINA CIVIL AIR PATROL SCWG DEPOSIT / REIMBURSEMENT FORM

For both Deposits and Check Request return this form and attachments to:
SC Wing CAP HQ, E-mail: jennifer.shockley@scwgcap.org
For Questions Call: 803-822-5470

#1 DEPOSITS

A clear copy of the check(s) and deposit slip must be attached

Deposit Information	
Deposit Date:	
Deposited by:	
Cell Phone:	
E-mail:	

	Name on Check or Fundraiser	Description	Check #	Cash	Date	Amount
1						
2						
3						
4						
5						

DO NOT FORGET TO ATTACH CHECKS & DEPOSIT SLIP!

TOTAL:

(must agree with deposit slip)

#2 CHECK REQUEST (Attach detailed receipts and invoices)

Issue to:
(who are we paying)

Name	
CAP ID	
Street	
City, State, Zip	

Requested by:	
E-mail:	
(Phone:	

	Receipt From	Description	Date on Receipt	Amount
1				
2				
3				
4				
5				

Per CAPR 173-1, requests for payment must be submitted within 60 days

Amount of Check Request:

#3 APPROVING AUTHORITY

Finance Committee Member _____
Signature and Date

Finance Committee Member _____
Signature and Date

#4 SQUADRON NAME AND NUMBER

Squadron Number and Name _____

SC Wing Deposit / Reimbursement Form Instructions

CAPR 173-1 requires all funds will be deposited in the name of Civil Air Patrol. Wings will maintain copies of all deposit slips. All funds collected for any activity, including fundraising, must be deposited upon receipt. Funds collected on site may not be used to pay any expenses. All expenses for an activity must be paid via check from the unit funds held by the wing or paid by a member and the member will be reimbursed from the unit's funds held by the wing.

All payments will be made by the wing. If the payment is at the request of a unit below wing level, it must be approved by that unit in accordance with the unit's CAPF 172 on file at wing. All personal reimbursement requests **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.

1: Deposits - All deposits need to complete the deposit information

- Who is the money going to? State squadron number or Wing.
- Deposit Date: Date the money was taken to the bank.
- Deposited by: Name of the member making the deposit (this could be a squadron member, finance committee member, etc).
- Cell Phone and E-mail: Contact information for the person making the deposit (just in case there are any questions).
- Name on Check or Fundraiser: Name of the Individual/Organization who issued check or the name of the fundraiser (attach Fundraising Worksheet).
- Description: A brief description such as fundraiser name, donation to Squadron, restriction placed on funds, etc.
- Check #: Number on the check.
- Cash: Check this box if cash was given.
- Date: Date on the check or the date the cash was given.
- Amount: The amount deposited for this line item.
- **A clear copy of the check(s) and deposit slip must be attached.**

2: Check Request – All check request must have an invoice(s) or detail receipt(s) attached

- Issue to: Who is the check going to? Please complete the entire address and note if the address has changed.
- Requested by: This can be any member.
- E-mail and phone: Contact information of member submitting the request, not the person receiving the check.
- Receipt From: This could be Ace Hardware, Walmart, Office Max, etc.
- Description: If ink was purchased you can put that as the description or write fuel reimbursement, etc.
- Date: Date on the receipt.
- Amount: The amount on the receipt.

3: Approving Authority

- **Email the form to the Wing Administrator (WA), the WA will obtain the appropriate electronic approval through DocuSign.** The recipient of the check cannot be the approving authority; in addition, if the recipient of the check is a member of the finance committee, the approver must be another member of the finance committee listed on the CAPF 172. For Units below Wing: If the request is greater than $500.00 the Finance Committee must approve the request – attach meeting minutes or e-mail approval with the request.

4: Notes/Comments

- Please specify any important information or if it is a restricted donation, etc. Any additional info that would be helpful.
- If the Wing Commander gave approval via E-mail, attach a copy of the E-mail.