

Consolidated Finance Authorizations

Effective Date 1-Oct-14
 Region/Wing/Unit Sample Unit

A. The following have authority to approve invoices on behalf of the above region/wing/unit. Additional approval by the finance committee through Sertifi is required for all region/wing expenditures in excess of \$1,500 and for all credit card payments regardless of amount. Unit finance committees must approve all expenditures in excess of \$500. (CAPR 173-1 Para 6i)

Approval Authority Name/Position	Type of Expenditures to Approve	Amount
<i>Example: S. Johnson/Transportation officer</i>	<i>Vehicle Maintenance Expenditures</i>	<i>Up to \$500</i>

B. The following items are recurring expenses for the above region/wing/unit and do not require further approval for payment: (CAPR 173-1 Para 9a(6), 9b(6), 9c(7))

Vendor Name	Purpose (please use the drop down box)	Mo/Qtr	Amount (\$1,500 or less for region/wing; \$500 or less for unit)
<i>Example: Sample Airport</i>	<i>Hangar Rent</i>	<i>Mo</i>	<i>\$150.00</i>

C. The following individuals are authorized to use the corporate credit card in accordance with CAPR 173-1 Para 20a and 20b: (if none, indicate NONE in the first line)

Name:	Credit card description:	Credit limit:
<i>Example: J Smith, Commander</i>	<i>Chase Bank Credit Card</i>	<i>\$5,000.00</i>
<i>Example: Aircraft N9999</i>	<i>MultiService Fuel Card</i>	<i>\$2,000.00</i>

D. The following are authorized to make transfers between bank accounts of the above wing as indicated below: (N/A for units) (CAPR 173-1 Para 11a)

Name:	Account or type of transfer:	Amount not to exceed:
<i>Example: J Jones, Director of Finance</i>	<i>Unit Proficiency Drafts</i>	<i>\$1,500</i>

Region/wing finance committee authorization form must be submitted through Sertifi.

Units must sign form below and send to wing HQs.

The finance committee consists of the following individuals and approves the above authorizations.

Typed Name - Chairman	Signature	Date	Email Address
Typed Name - Director of Finance	Signature	Date	Email Address
Typed Name - Finance Committee Member	Signature	Date	Email Address
Typed Name - Finance Committee Member	Signature	Date	Email Address
Typed Name - Finance Committee Member	Signature	Date	Email Address
Typed Name - Finance Committee Member	Signature	Date	Email Address
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