

MO WING CIVIL AIR PATROL FINANCE REQUEST FOR ADVANCE FUNDS

ACTIVITY INFORMATION

Unit Charter No. & Name			
Activity or Purpose		Activity Date	
Requestor Name:			
Requested Advance Account	General Funds <input type="checkbox"/>	Cadet Funds <input type="checkbox"/>	Wing Banker Unit Funds MO-____ <input type="checkbox"/>
Requested Advance Funds Amount: \$		Needed By Date:	

AUTHORIZATION AGREEMENT

I have requested the amount indicated above for the sole purpose of payment to (vendor, individual or requestor (Self)):

for (enter activity name/expenditure reason)

I UNDERSTAND THAT ANY UNUSED OR UNVERIFIED AMOUNT OF THE ADVANCE WILL BE REPAID IN FULL AT THE TIME OF FILING EITHER IN THE FORM OF A PERSONAL CHECK OR MONEY ORDER TO BE DEPOSITED INTO THE APPLICABLE ACCOUNT OR AUTHORIZED DRAW BACK FROM THE UNIT FUNDS ACCOUNT. I UNDERSTAND AND AGREE TO OBTAIN AND RETAIN ALL ITEMIZED RECEIPTS FOR ALL EXPENDITURES OF CASH. I AGREE TO PROVIDE AN EXPENSE STATEMENT (SEE REVERSE) WITH ITEMIZED RECEIPTS TO WING WITHIN TEN (10) DAYS OF THE COMPLETED ACTIVITY.

Requestor Signature:

I certify the requestor above must have an advance to fund the above mentioned activity. The requestor has been counseled as to the requirements to repay any unused or unverified portion of the advance. **Enter Unit (Wing, Group, SQ, Flight) Commander's Printed/Typed Name and Signature Below. If CC is requestor, then enter finance committee member.**

For Wing Banker Unit Funds Advances Only: If amount of request for advanced funds is in excess of \$500.00, a majority of Unit Finance Committee approval signatures must be obtained below. (See Instructions for Electronic Approvals)

Printed/Typed Name & Signature:

WING FM USE ONLY

General Funds <input type="checkbox"/> Cadet Funds <input type="checkbox"/> Unit Funds MO- <input type="checkbox"/>	Advance Amount Received: \$	
WG STAFF APPROVAL (For General & Cadet Funds) Printed/Typed Name & Signature	Less Amounts Used & Verified \$	
	Amount Due To <input type="checkbox"/> /Owed By <input type="checkbox"/> Requestor \$	

INSTRUCTIONS

GENERAL GUIDELINES FOR COMPLETING THE MOWGF 173-F REQUEST FOR ADVANCE FUNDS

- To fill in the Word version of this form hit the tab key versus the enter key to move between fields. To fill in the check boxes, click them with the mouse cursor.
- This form is for use by wing members to request an advance of funds prior to an activity or purchase when the member hasn't obtained a receipt or invoice yet. A MOWGF 173-W or MOWGF 173-C is not required.
- This form applies to all MO Wing accounts whether for general, cadet, wing banker unit funds or special activity accounts.
- Members must file an expense statement in the section below and include the original itemized vendor receipt within **10 days** of the activity or expenditure, not to exceed **60 days** from the date of the advance payment. If unused funds remain from the advance, then include a personal check or money order payable to MO Wing CAP. For unit funds accounts include a MOWGF 173-B. If the expenditure exceeded the advance amount, then include a properly completed check request using the MOWGF 173-W (for general or cadet funds) or MOWGF 173-C (for wing banker unit funds) for reimbursement if desired.

ACTIVITY INFORMATION SECTION

- Enter Unit Charter Number and Unit Name of the requestor.
- List the name of the activity or reason for the expenditure.
- List the planned date of the activity.
- Enter the Requestor's Name.
- Check the applicable account you're requesting funds from. Enter unit charter number for Unit Funds.
- Enter the Requested Advance Funds Amount.
- Enter the date you wish to receive the advance by.

AUTHORIZATION AGREEMENT SECTION

- Enter the vendor or individual's name or "Self" if advance is for the requestor. If the vendor is undetermined, state so.
- Give a detailed explanation of what the purchase is for.
- Requestor and unit commander (CC) must print/type name and sign or provide "electronic signature" via email in lieu of signature. If the requestor is the unit CC, then a finance committee member designated on the CAPF 172 must sign instead. For electronic signatures, list the expenditure amount and purpose in the body of the email.
- For Wing Banker Unit Funds Advances over \$500.00, a majority of the required finance committee's approval signatures as shown on the unit CAPF 172 must be obtained. The same procedures for "email electronic signatures" apply.

WING FM USE ONLY SECTION

- Leave this section blank.

EXPENSE STATEMENT			
Vendor	Description/Purpose	Date of Expense	Amount
TOTAL \$			