



## **MISSOURI WING FINANCIAL MANAGEMENT PROCEDURE 173-5**

**20 JUNE 2016**

**Finance**

### **WING PAYMENT POLICY**

This procedure establishes guidance to ensure a minimal amount of liability debt to the Missouri Wing Civil Air Patrol from late payments by Civil Air Patrol personnel.

#### **SUMMARY OF CHANGES.**

This procedure has been substantially changed and should be reviewed in its entirety.

**1.** The late payment policy is outlined in the following guidelines.

**a.** First Notice: The first financial invoice represents an expense statement for costs which the wing is to be reimbursed for by a CAP member by the invoice due date.

**b.** Second Notice: If the CAP member fails to make payment by the initial invoice due date, the wing will issue a second notice and a copy of the invoice to the member with a copy to the Wing CC, Wing DO and Wing FM. The member has 30 days to settle the unpaid invoice. During this period, wing will hold any reimbursement due to the member until wing receives payment.

**c.** Third Notice: If the member fails to pay after the second 30-day notice, wing will send a third invoice with a memo informing the CAP member that they must pay the invoice by the stated due date or their CAP member status will be **SUSPENDED**. If wing receives any new reimbursements due to the member, wing will, at the discretion of the Wing CC and Wing FM, credit these along with any retained reimbursements to the balance due at the end of this period.

**2.** The suspension will stay in effect until the wing receives payment. After wing deposits the payment and it clears the bank, wing will lift the member's suspension.

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