

MISSOURI WING CIVIL AIR PATROL PAYMENT OR ADVANCE REQUEST

Date Submitted:	Date Needed (Allow 10 working days): <input style="width:80%;" type="text"/>	<input type="radio"/> Payment OR
Expenses Paid From (Enter Wing or Unit Charter No. & Name):	NCR-MO-	<input type="radio"/> Advance (Complete Advance Authorization Agreement Section Below)

Issue Payment OR Advance To (Payee Name or Organization):

Street Address:

City:	State:	Zip Code:	Phone #:
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ITEMIZED EXPENSES FOR PAYMENTS OR EXPENSE STATEMENT FOR ADVANCES

SUBMIT PERSONAL PAYMENTS WITHIN 60 DAYS OF INCURRING EXPENSE OR RECEIVING INVOICE TO BE HONORED

PROVIDE ITEMIZED RECEIPTS/INVOICES FOR EACH EXPENSE – CREDIT CARD AUTHORIZATION SLIPS ALONE ARE NOT SUFFICIENT

Vendor/Description/Purpose/Invoice #	Date of Expense	Amount
TOTAL		

ADVANCE RECONCILIATION

Advance Amount: **Less Amounts Verified:** **Amount Due To*** **Owed By** **Requestor:**

*If amount is due, enter required approver(s) below in the "Payment/Advance/Advance Reconciliation Approval" section and submit to wing.

ADVANCE AUTHORIZATION AGREEMENT

I request an advance for the sole purpose of payment to (vendor, individual or requestor (Self)):
 for (activity name/purpose) **Advance activity date From:** _____ **To:** _____

I understand and authorize 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, money order or authorized draw back from the unit account. I understand and agree to obtain and retain itemized receipts for all expenditures of cash. I agree to provide an Expense Statement to wing within ten (10) days of the completed activity not to exceed sixty (60) days from the date of the advance payment.

REQUESTOR NAME: _____ **Requester DocuSign Signature/Date:** _____

PAYMENT/ADVANCE/ADVANCE RECONCILIATION APPROVAL

Finance committee must approve wing-level expenditures exceeding \$1,500.00 or unit below wing-level expenditures exceeding \$500.00 prior to obligating funds.

ENTER UNIT FINANCE COMMITTEE APPROVAL DATE SHOWN IN FINANCE COMMITTEE MINUTES/EMAILS ➔

Submit all wing- and unit-level expenditures to wing to process approvals through DocuSign. Leave DocuSign Signature Approval and Date fields below blank.

APPROVER NAME	DocuSign SIGNATURE APPROVAL	DocuSign DATE

INSTRUCTIONS

GENERAL GUIDELINES FOR COMPLETING THE MOWGF 173-R PAYMENT OR ADVANCE REQUEST

- This form is used by wing members to request a payment OR advance request from wing level funds or units below wing level unit funds (group, squadron, or flight). It replaces MOWGF 173-C, MOWGF 173-F, and MOWGF 173-W that will be obsolete and no longer accepted after 30 June 2021.
- Wing uses the online document approval system DocuSign to process approvals electronically using digital signatures.
- A payment request must include proper supporting documentation (itemized receipt/invoice).
- An advance request is for requesting funds prior to an activity or purchase when the member hasn't obtained a receipt or invoice yet.
- 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.
- For "Date Submitted," enter the date submitted to wing. Submit **personal** reimbursement requests within 60 days of incurring an expense or receiving an invoice. Requests received after 60 days will not be honored under CAPR 173-1.
- For "Date Needed," enter the date the payment/advance should arrive to the payee. Please allow ten (10) business days for wing to process your request and consider and include mailing times.
- **The "Advance Reconciliation" and "Advance Authorization Agreement" sections are only required for advance requests and are not needed for payments.**
- Select the "Payment" box for payments OR the "Advance" box if requesting an advance of funds.
- Select the "NCR-MO-" dropdown box when available and select the wing or unit funds Charter Number and Name where the expenses for the payment/advance are paid from.
- Enter the payee's name or organization, street address, City, State, Zip Code, and phone number.

ITEMIZED EXPENSES FOR PAYMENTS OR EXPENSE STATEMENT FOR ADVANCES SECTION

- Enter Vendor, description, purpose, invoice #, date of expense as, applicable, and amount for each itemized expense.
- For the Word version, right-click the Total Itemized Expenses amount and select "Update Field" for the Total amount.
- For Advances, members must file an expense statement using this section and include the original itemized vendor receipt(s) within **10 days** of the activity or expenditure, not to exceed **60 days** from the date of the advance payment.

ADVANCE RECONCILIATION SECTION

- Enter the advance amount received, less amounts used and verified in the expense statement section.
- If excess funds remain from the advance, then check the "Owed By" block and include a personal check or money order payable to MO Wing CAP along with a MOWGF 173-B deposit advice.
- If the total expenditure exceeded the advance amount, then check the "Due To" block and submit for an additional approval by a finance committee member, or finance committee for wing expenditures over \$1,500.00 and unit expenditures over \$500.00. Enter approver's name(s) in the "Payment/Advance/Advance Reconciliation Approval" section and submit to wing for processing through DocuSign.

ADVANCE AUTHORIZATION AGREEMENT SECTION

- Enter the vendor or individual's name or "Self" if advance is for the requestor. Include the activity name or purpose and include the "From" and "To" dates of the activity requiring an advance.
- Enter the requestor's name and submit to wing for DocuSign processing.
- Ensure to enter the approver's name(s) in the "Payment/Advance/Advance Reconciliation Approval" section.

PAYMENT, ADVANCE, OR ADVANCE RECONCILIATION APPROVAL SECTION

- The form must list the name(s) of a finance committee member designated on the unit's CAPF 172, Consolidated Authorizations Form.
- All approvals are processed by wing using the DocuSign online electronic digital signature system. Approver(s) will receive an email request from DocuSign to digitally approve/sign the document.
- For wing expenditures of \$1,500.00 or less and unit expenditures of \$500.00 or less, enter the approver's typed/printed name and submit to wing for DocuSign processing.
- For unit expenditures over \$500.00, enter date approved by the committee.
- Payees, including commanders, cannot approve their own requests.
- Wing expenses \$1,500.00 and under and Unit funds expenses \$500 and under may not be approved by members of the same household.