

MO WING CIVIL AIR PATROL BANK TRANSFER

SEE INSTRUCTIONS BELOW

Date: _____ Requested By: _____	FOR WING USE ONLY Date Transferred: _____ Check/EFT or Journal Entry #: _____
Unit Charter Number/Name: MO- _____	

AMOUNT: _____ (Enter Transfer Amount Above)	FOR WING USE ONLY ACCOUNT FROM #: _____ ACCOUNT TO #: _____
ACCOUNT FROM: _____ (Enter Charter #/Account Name to Transfer From Above)	
ACCOUNT TO: _____ (Enter Charter #/Account Name to Transfer To Above)	

DESCRIPTION/PURPOSE OF TRANSFER
_____ _____ _____

APPROVAL	
Wing/Unit Finance Committee Member's PRINTED/TYPED Name & DocuSign Signature	DocuSign Date
Wing/Unit Finance Committee Member's PRINTED/TYPED Name & DocuSign Signature	DocuSign Date
Wing/Unit Finance Committee Member's PRINTED/TYPED Name & DocuSign Signature	DocuSign Date
Wing/Unit Finance Committee Member's PRINTED/TYPED Name & DocuSign Signature	DocuSign Date
For amounts in excess of \$500, the above signatures certify unit finance committee approval and proper recording in unit finance committee minutes IAW CAPR 173-1. (For Units Below Wing Level Only)	
Enter Date Approval Recorded in Unit Finance Committee Minutes Here: _____	

INSTRUCTIONS
1. Use this form to transfer funds between wing accounts within the same financial institution or to transfer funds from one Wing Banker Unit Funds sub-account to another. Include any supporting documentation where applicable. 2. Wing uses the online document approval system DocuSign to process approvals electronically using digital signatures. 3. 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. Wing expenditures over \$1500.00 and unit expenditures over \$500 require finance committee's majority approval. For unit expenditures over \$500.00, enter date approved by the committee. 4. Submit to WG HQ by email (PDF preferred), fax, or postal mail.