

# Pennsylvania Wing Civil Air Patrol UNIT RECURRING EXPENSE POLICY

**This policy will need to be renewed on October 1 each year.**

The finance committee of \_\_\_\_\_ Squadron hereby authorizes Pennsylvania Wing to submit payment to \_\_\_\_\_ for our \_\_\_\_\_ on a \_\_\_\_\_ basis on our behalf without additional written approval. Wing HQ is authorized to submit payment up to \$\_\_\_\_\_ per month. If the payment requested from \_\_\_\_\_ exceeds \$\_\_\_\_\_ per month Wing HQ must contact the \_\_\_\_\_ Squadron commander to obtain additional authorization. If \_\_\_\_\_ Squadron does not have enough funds to pay a \_\_\_\_\_ bill, Wing HQ must contact the \_\_\_\_\_ Squadron Commander so that additional funds may be deposited into their account.

\_\_\_\_\_  
Group/Squadron Commander

\_\_\_\_\_  
Date

\_\_\_\_\_  
Group/Squadron Finance Officer

\_\_\_\_\_  
PAWG Finance Officer or Executive Officer