

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 someone from Wing HQ will contact the Squadron commander or Finance Officer to obtain additional authorization. If the Squadron does not have enough funds to pay the bill, someone from Wing HQ will contact the Squadron Commander or Finance Officer to workout a solution.

Group/Squadron Commander

Date

Group/Squadron Finance Officer

PAWG Finance Officer or Executive Officer