

PENNSYLVANIA WING CHECK REQUEST
FOR UNITS BELOW WING LEVEL

DATE OF REQUEST:

UNIT NAME

ISSUE CHECK TO:
NAME OR COMPANY

RANK OR TITLE:

STREET ADDRESS:

CITY, STATE ZIP

E-MAIL ADDRESS

PHONE

DATE NEEDED BY:

CHARTER NUMBER:

SQUADRON NUMBER:

ITEMIZED EXPENSES	DESCRIPTION	ACCOUNT NUMBER:	AMOUNT
LINE 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL AMOUNT OF CHECK

If approved by Finance Committee Date of Minutes:

UNIT COMMANDER APPROVAL:

DATE:

UNIT FINANCE COMMITTEE MEMBER APPROVAL:

DATE:

If check amount is \$250.00 or more, 2 signatures or approvals are needed

UNITS BELOW WING LEVEL
ACCOUNT NUMBERS PER CAPR 173-1

ACCOUNT #	DESCRIPTION
7042000	AWARDS
7043160	SCHOLARSHIPS (certificates for encampments)
7542000	PROFESSIONAL SERVICES
7682000	ACTUAL MISSION EXPENSE
7683000	TRAINING MISSION EXPENSE (FTX)
7710000	OFFICE SUPPLIES
7720000	MATERIALS & SUPPLIES
7735000	EQUIPMENT PURCHASES
7745000	COMMUNICATIONS EQUIPMENT PURCHASE
7810000	TELEPHONE & COMMUNICATION
7811000	INTERNET FEES
7900000	POSTAGE & SHIPPING
8015000	RENT
8020000	UTILITIES
8080000	CONTRIBUTED FACILITIES/UTILITIES
8085400	FACILITY EXPENDITURE -UNITS
8101000	VEHICLE MAINTENANCE
8110000	EQUIPMENT LEASE
8130000	AIRCRAFT FUEL
8134000	COMM EQUIP MAINTENANCE
8135000	OTHER EQUIPMENT MAINTENANCE
8240000	PRINTING & PUBLICATIONS
8310000	TRAVEL (INCLUDING WING/REGION/NHQ CONFERENCES)
8475010	ENCAMPMENT EXPENSES
8475020	COLOR GUARD/DRILL TEAM
8475030	DRUG DEMAND REDUCTION PROGRAM
8475040	GLIDER FLIGHTS EXPENSE
8475096	CAC

ACCOUNT #	DESCRIPTION
8475098	CADET TRIPS
8475317	CADET ACTIVITIES OTHER
8476010	SENIOR MEMBERSHIP RETENTION
8476050	SENIOR ACTIVITIES EXPENSE
8488001	TRAINING CLASSES GENERAL (SR & CADET)
8488100	CPR-AMERICAN RED CROSS
8488200	COMMUNICATION TRAINING
8488300	STAFF TRAINING
8488350	AEROSPACE EDUCATION
8541000	CONFERENCE & MEETINGS HOSTING EXPENSE
8710000	INSURANCE
8821000	PROFESSIONAL DEVELOPMENT GENERAL
8877000	SQUADRON LEADERSHIP SCHOOL
8865000	SR TRAINING FOR CADET LEADERS
8875000	HOSTING CLC
8877000	HOSTING UNIT COMMANDERS COURSE
8891000	HOSTING LEVEL 1
9102000	BAD DEBTS
9241000	ADVERTISING (INCLUDING PUBLISHING NEWSLETTERS, FLYERS)
9302000	MISCELLANEOUS EXPENSES
9305000	MEMBERSHIPS NOT PAID DIRECTLY TO ANY CAP ENTITY
9311000	SPECIAL SERVICES (SYMPATHY, RETIREMENT, BEST WISHES...)
9435000	EXPENDITURES WITH NHQ - OTHER
9435010	NHQ MEMBERSHIPS TO NHQ
9436000	EXPENDITURES WITH REGION/WING
9437000	EXPENSES W/ UNITS BELOW WING
9438000	FUND RAISING EXPENSES