West Virginia Wing Civil Air Patrol
UNITS BELOW WING LEVEL
RECURRING EXPENSE POLICY AND AUTHORIZATION

This policy will need to be renewed on October 1 each year and as needed throughout the year.

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

_____ _____
Squadron Commander Date

_____
Squadron Finance Officer

_____
Squadron Administrative Officer

WVF 173-1R
August 2007
OPR/FM