

01 AUGUST 2018



**Georgia Wing Specific Finance Forms**

**CIVIL AIR PATROL FINANCIAL PROCEDURES and ACCOUNTING**

CAP Regulation 173-1, dated 15 November 2012, is supplemented as follows:

3. Added. The following forms are used in support of Georgia Wing Financial Procedures and Accounting. GAWG/DA may authorize electronic versions of any of these forms provided that the electronic version has the same information as the paper version.

Added. GAWG F9-01 will be used for itemizing credit card purchases/receipts. It will be completed by credit card holder and submitted to the Wing Administrator.

Added. GAWG F9-05 will be used for a check request. It will be completed by the member requesting the check and will be submitted to GAWG/FM or the Wing Administrator.

Added. GAWG F9-05A will be used for a check request – General or State Accounts. It will be completed by the member requesting the check and will be submitted to GAWG/FM or the Wing Administrator.

Added. GAWG F9-04 is the Deposit Advice Form and will be used for Group or Squadron banking deposits. The form should be submitted to GAWG/FM or the Wing Administrator when deposits are made.

Added. GAWG F9-06 will be used for advance funds requests. It will be completed by the member making the request for advanced funds. It will be reviewed by the unit commander and the finance committee (if the amount is greater than \$500) and will then be submitted to GAWG/FM or the Wing Administrator.

Added. GAWG F9-07 is the advance funds request reconciliation / closeout form. It will be completed by members who made an advance funds request no later than ten (10) days after the event for which the funds were requested. It will be sent to GAWG/FM or the Wing Administrator.

Added. GAWG F9-08 is the Travel Request Form. It will be completed by members requesting reimbursement for travel and will be sent to GAWG/FM or the Wing Administrator. It will then be reviewed by the Wing Commander and, if the total amount is \$1,500 or more, the Wing Finance Committee.

Added. GAWG Annual Budget is the unit budget form. It is used to report the unit's annual budget to GAWG/FM and/or the Wing Administrator.

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Added. GAWG 1099-Misc Information Request is used to report any 1099 eligible recipients. It is required to be submitted annually to GAWG/FM and/or the Wing Administrator.

Added. GAWG Scholarship Awards is used to report any Scholarship recipients at the unit level. It is required to be submitted annually to GAWG/FM and/or the Wing Administrator.

Andrea Van Buren, Colonel, CAP  
Commander

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