

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