



HEADQUARTERS OREGON WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
28735 Grumman Drive
Eugene OR 97402-9542



15 November 2015

MEMORANDUM FOR OREGON WING MEMBERS

FROM: ORWG/FM

SUBJECT: Wing Credit Card Procedures

1. This memorandum prescribes the procedures for use of the Wing credit cards and charge accounts by all authorized personnel. This instruction does not change the requirements in CAPR 173-2 and other wing policies concerning prior authorization to expend wing funds.
2. The Finance Committee and the Wing commander may authorize credit cards for members of the Wing.
3. The credit cards may be used to pay for expenditures directly related to those activities within the staff officer's scope of duty. The aggregate balance on each account at any one time may not exceed the credit limit shown above. Purchases over \$1500 continue to require finance committee approval.
3. All uses of the wing credit card or any wing charge account will be documented and reported to the Director of Finance. All receipts must be turned in on a monthly basis. The receipts must be attached to an ORWG Form 33 or CAP Form 108 showing what the expenditure was for to facilitate posting to the correct accounts. Vehicle identification numbers, aircraft N numbers, mission numbers, the purpose of the expense and any other identifying information necessary to facilitate the categorization of these expenditures is a requirement. The original receipt or a copy may be submitted. If a copy is submitted it must be legible. A warning will be issued for failure to turn in receipts. After the third warning the credit card will be deactivated.
4. Personal use of the wing credit card or any wing charge account is strictly prohibited. The intent to reimburse the wing is not justification to use the wing card or any wing charge account for personal purchases. Disciplinary or legal action may result from improper use of the wing credit card or any wing charge account.
5. The wing credit card will not be used for cash advances.
6. Any wing credit card that is lost or stolen must be reported immediately to the credit card issuer, Wing Commander and Director of Finance.
7. The Oregon Wing Finance Committee has reapproved the procedures described in this memorandum on November 15, 2015. Documentation of electronic signatures is attached.

8. Questions or recommendations regarding these procedures can be directed to myself by email at daveshoemaker2@frontier.com or by phone at (360) 823-8345.

//Signed//
DAVID J. SHOEMAKER, Lt Col, CAP
Director of Finance

Attachment:
Certify Signatures [Pending]