



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



1 November 2015

MEMORANDUM FOR OREGON WING PERSONNEL

FROM ORWG/FM

SUBJECT: Wing Procurement Policy

1. The policy for approving invoices prior to payment is lacking in that the Wing may already be obligated to pay the invoice and it is too late to determine if that was a proper way to spend the money.
2. It is the policy of Oregon Wing that absolutely no commitments will be made to spend any money before it is approved.
3. Oregon Wing has three types of expenses within the meaning of this policy. They are Reimbursed, Recurring, and Non-recurring. Each has a different policy or policies for approval.
 - a. **Reimbursed** – Prior to expending or committing to expend funds approval must be made by the funding agency. For any Mission related expenses the existence of a mission number in WIMRS is an indication of approval by the funding agency. The IC must authorize the expenditures before they may be used. All requirements of the funding agency must be met.
 - b. **Recurring** – Approval of all recurring expense will be done on an annual basis at the beginning of each fiscal year by the Finance Committee. Any new recurring expenses must be approved by the Finance Committee or Wing Commander prior to making any commitment to spend the money.
 - c. **Non-recurring** – There are two types of non-recurring expenditures, discretionary and non-discretionary.
 - i. **Discretionary** - Oregon Wing uses a Zero Based Budget (ZBB) process to budget and monitor income and expense accounts in the wing. All commitments for Wing Funds must be preapproved either through the ZBB process or by the Finance Committee.
 - ii. **Non-discretionary** – These are items that are required and we have no discretion on whether or not we are going to spend the money. An example is required Aircraft maintenance.

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4. This memorandum was approved by the Wing Finance Committee on 31 October 2015, and will be the guiding policy until rescinded or replaced. Questions, comments, or recommendations related to this policy can send to me via email at daveshoemaker2@frontier.com, or via phone at (360) 823-8345.

//SIGNED//
 DAVID J. SHOEMAKER, Major, CAP
 Director of Finance

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