

**MO WING CIVIL AIR PATROL FINANCE REQUEST FOR ADVANCE FUNDS**

**EXPENDITURE INFORMATION**

Unit Name/Charter No. \_\_\_\_\_

Activity or Reason \_\_\_\_\_

Activity or Required Date \_\_\_\_\_

Requested Advance Account      General Funds      Cadet Funds      Wing Banker Unit Funds MO-  
                                                                           

Requested Advance Funds Amount: \$ \_\_\_\_\_ Amount Received \$ \_\_\_\_\_

**AUTHORIZATION AGREEMENT**

I have requested the amount indicated above for the sole purpose of payment to:

for \_\_\_\_\_

to support the activity or purchase listed above. **I understand and authorize that any unused or unverified amount of the advance will be repaid in full at the time of filing either in the form of a personal check or money order to be deposited into the unit funds account.** I understand and agree to obtain and retain all receipts for all expenditures of cash. **I agree to file a statement of expenses within ten (10) working days of the completed activity or purchase.**

**Requestors Signature,  
 Printed/Typed Name:** \_\_\_\_\_

I certify that the above named individual must have an advance to fund the above mentioned activity. This individual has been counseled as to the requirements to repay any unused or unverified portion of the advance.

**Unit Commander Signature,  
 Printed/Typed Name:** \_\_\_\_\_

**For Wing Banker Unit Funds Advances Only:** If amount of request for advanced funds is in excess of \$250.00, Unit Finance Committee approval signatures and typed/printed names must be obtained.

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**WING FM USE ONLY**

Account Name:	Advance Amount Received: \$	
WG STAFF APPROVAL (For General & Cadet Funds)	Less Amounts Used & Verified \$	
	Total Amount Due/Owed \$	

## **Instructions for completing the MOWGF 173-F**

- This form is for use by wing members to request an advance of funds prior to an activity or purchase when the member hasn't obtained a receipt or invoice yet.
- This form applies to all MO Wing accounts whether for general, cadet or unit wing banker funds.
- For Wing Banker Unit Funds requests, include this form with the MOWGF 173-C.
- Members must file an expense statement within 10 working days of the activity or expenditure to include the original vendor receipt. If unused funds remain from the advance, then include a personal check or money order with a MOWGF 173-B. If the expenditure exceeded the advance amount, then include a properly completed MOWGF 173-C for reimbursement if desired.

### **EXPENDITURE INFORMATION Section**

- Enter Unit Name and Charter Number of the requestor.
- List the name of the activity or reason for the expenditure.
- List the date you require the funds or the date of the activity.
- Check the applicable account you're requesting funds from. For Wing Banker Unit Funds, enter the unit charter number.
- Enter the Requested Advance Funds Amount.
- Leave the Amount Received block blank. This is for FM use.

### **AUTHORIZATION AGREEMENT Section**

- Enter the vendor name. If the vendor is undetermined, state so.
- Give a detailed explanation of what the purchase is for.
- Requestor and Unit Commander must print/type name and sign or provide "electronic signature" via email in lieu of signature. For email signatures, list the expenditure amount and reason in the body of the email.
- For Wing Banker Unit Funds Advances over \$250.00, the required finance committee's approval signatures as shown on MOWGF 173-D must be obtained. The same procedures for "electronic signature" apply.

### **WING FM USE ONLY Section**

- Leave this section blank.