



HEADQUARTERS
ALASKA WING, CIVIL AIR PATROL
 AUXILIARY OF THE UNITED STATES AIR FORCE
 P.O. BOX 6014 • ELMENDORF AIR FORCE BASE, AK 99506-6014
 OFFICE (907) 551-3147 • FAX (907) 753-4560



EXPENDITURE REQUEST

Squadron Level: Any expenditure that you expect to be reimbursed by Wing Headquarters for must be approved in advance.

Wing Level: All expenditures must be approved in advance. All expenditures over \$1,000.00 must be approved in advance by the Wing Finance Committee on a Finance Committee meeting night and action will be taken at that time, unless the committee requires further information. At that time the request will be tabled for a second reading at the next meeting. The Wing Finance Committee generally meets on the second Monday of each month (unless it falls on a holiday).

NAME OF SQUADRON / INDIVIDUAL REQUESTING FUNDS:

_____ Date: _____

PURPOSE OF EXPENDITURE: _____

(Attach additional supporting documents and three (3) estimates as necessary.)

AMOUNT REQUESTED: _____

Date Received at Wing HQ: _____ BY: _____

ACTION TAKEN:

Approved / Disapproved by: _____

This request was brought before the Wing Finance Committee on _____
 (Date)

Request approved / disapproved as follows: _____

Tabled for second reading for the following reason: _____
