

CONNECTICUT WING CHECK REQUEST

FOR UNITS BELOW WING LEVEL

Charter Number:

Date of Request:

Date Needed:

Issue Check To:

Check Number:

Mail To Address:

Date Mailed:

City; State; Zip Code:

Phone Number:

Email Address:

	Itemized Expense Description	Account Number	Amount
Item 01:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 02:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 03:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 04:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 05:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Amount of Check:			\$0.00

If check is more than \$500, date approval recorded by Finance Committee:
 (please attach copy of FC meeting notes)

Unit Commander Approval (signature):

Date:

Unit Finance Committee Member Approval (signature):

Date:

Comments:

Account Number	Account Description
7120000	Awards: awards and grants to individuals
7135000	Scholarships: awards and grants to individuals
7520000	Professional Services: Accounting, Legal, Other
7695000	Mission Expense - Other: communication, tolls, per diem
7696000	Vehicle Fuel: expenditures for all vehicle fuel
7697000	Aircraft Fuel: expenditures for all aircraft fuel
7700100	Supplies: expenditures for office supplies and other materials
7701000	Cost of Sales: expenditure for supplies to be resold to
	members; this includes hats, shirts, patches, uniform items
7735000	Equipment Purchases: non-communication equipment
7745000	Communication Equipment Purchases: Comm. equipment
7810000	Telephone & Communication: phone, cell phone, pager
7813000	Internet Fees: expenditures for internet and web page hosting
7910000	Postage & Shipping: expenditures for postage and shipping,
8010000	Rent: expenditures for use of facilities
8015000	Utilities: expenditures for heat, light, power, and other utilities
8016000	Property Tax: expenditure for real estate taxes
8020000	Contributed Facilities/Utilities: fair value contrib. facilities/uti
8085000	Other Facility Expenditure: not listed above, incl. janitorial
8120000	Corporate Vehicle Maintenance: all corp vehicle maint. exp.
8121000	Equipment Lease: expenditures for all equipment leases
8123000	Equipment Maintenance: expenditures for all equipment maint
8230000	Dues & Publications: expenditures for dues to other
8310000	Travel: expenditures for travel, lodging, meals, tolls, when
8475010	Encampment: expenditures incurred for encampments
8475030	Drug Demand Reduction: expenditures for DDR program
8475040	Glider Flight Expense: expenditures for glider flights
8475060	IACE: expenditures for hosting International Air Cadet Exchange
8476010	Senior Activity: expenditures for Senior Activity
8510000	Wing Conference Expense: expenditures for costs incurred
8540000	Unit Events: expenditures for costs incurred for unit event
9302000	Miscellaneous: Expenses which cannot be classed to other acct
9306100	Fundraising Expenses: expenditures for fundraising activities