

## Consolidated Finance Authorizations

Effective Date \_\_\_\_\_  
 Region/Wing/Unit \_\_\_\_\_

A. The following have authority to approve invoices on behalf of the above region/wing/unit. Additional approval by the finance committee through Sertifi is required for all region/wing expenditures in excess of \$1,500 and for all credit card payments regardless of amount. Unit finance committees must approve all expenditures in excess of \$500. (CAPR 173-1 Para 6i)

Approval Authority Name/Position	Type of Expenditures to Approve	Amount
<i>Example: S. Johnson/Transportation officer</i>	<i>Vehicle Maintenance Expenditures</i>	<i>Up to \$500</i>

B. The following items are recurring expenses for the above region/wing/unit and do not require further approval for payment: (CAPR 173-1 Para 9a(6), 9b(6), 9c(7))

Vendor Name	Purpose (please use the drop down box)	Mo/Qtr	Amount (\$1,500 or less for region/wing; \$500 or less for unit)
<i>Example Sample Airport</i>	<i>Hangar Rent</i>	<i>Mo</i>	<i>\$150.00</i>

C. The following individuals are authorized to use the corporate credit card in accordance with CAPR 173-1 Para 20a and 20b: (if none, indicate NONE in the first line)

Name:	Credit card description:	Credit limit:
<i>Example: J Smith, Commander</i>	<i>Chase Bank Credit Card</i>	<i>\$5,000.00</i>
<i>Example: Aircraft N9999</i>	<i>MultiService Fuel Card</i>	<i>\$2,000.00</i>

D. The following are authorized to make transfers between bank accounts of the above wing as indicated below: (N/A for units) (CAPR 173-1 Para 11o)

Name:	Account or type of transfer:	Amount not to exceed:
<i>Example: J Jones, Director of Finance</i>	<i>Unit Proficiency Drafts</i>	<i>\$1,500</i>

*Region/wing finance committee authorization form must be submitted through Sertifi.*

Units must sign form below and send to wing HQs.

The finance committee consist of the following individuals and approves the above authorizations.

Typed Name - Chairman	Signature	Date	Email Address
Typed Name – Chairman	Electronic Signature	Date	Email Address
Typed Name – Director of Finance	Signature	Date	Email Address
Typed Name – Director of Finance	Electronic Signature	Date	Email Address
Typed Name – Finance Committee Member	Signature	Date	Email Address
Typed Name – Finance Committee Member	Electronic Signature	Date	Email Address
Typed Name – Finance Committee Member	Signature	Date	Email Address
Typed Name – Finance Committee Member	Electronic Signature	Date	Email Address
Typed Name – Finance Committee Member	Signature	Date	Email Address
Typed Name – Finance Committee Member	Electronic Signature	Date	Email Address
Typed Name – Finance Committee Member	Signature	Date	Email Address
Typed Name – Finance Committee Member	Electronic Signature	Date	Email Address
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