IOWA WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 1002
Johnston, IA 50131

RESET FORM

WING HEADQUARTERS CHECK REQUEST

Unit Charter Number:	**Request Date:**
Requested By:	**Phone:**
Payee:	**Purpose:**
Address:	**Total:** $ 0.00 ***NOTE: If over $1,500, Finance Committee Minutes approving expenditure must be attached to the request.***

Funds Allocation

Date	Description/Purpose	Chart of Accounts	Amount

Actions and Approvals

Approver	Signature	Date Approved

All receipts must be attached.
Each receipt must show vendor name, transaction date, amount, payment amount, payment date, method of payment.

Email packet to imatthews@iawg.cap.gov for processing.