



HEADQUARTERS
GLR-OH-
CIVIL AIR PATROL OHIO WING
UNITED STATES AIR FORCE AUXILIARY

UNIT EXPENSE OF \$500.00 OR MORE AUTHORIZATION

The Squadron Commander of OH- , Civil Air Patrol hereby authorizes the Ohio Wing of the Civil Air Patrol to submit payment to (payee) for (reason) on our behalf in the amount of \$

If OH- does not have enough funds to pay the **above described** bill, the Ohio Wing Headquarters must contact the unit **Commander** so additional funds may be deposited into their account.

The **Commander** and the **Finance Officer**, by signing below, certify and attest that the payment of these funds, since they are \$500.00 or more, has been **Reviewed** and **Approved** by the **Finance Committee** before authorizing Ohio Wing Headquarters to take this action. The above designated Officers also certify and attest that written minutes of the above described finance committee’s meeting were taken and are held by the unit and made part of the permanent financial records. These minutes are available for review upon request.

Squadron Commander

Date

Squadron Finance Officer

Date

Senior Finance Committee Member

Date

Instructions: Fill out the charter number in the header information field. Fill out the unit charter number, payee, reason for payment and amount in the fields in paragraph one.