

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 DocuSign 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

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	Mo/Qtr/Yr	Amount (\$1,500 or less for reg/Wing; \$500 or less for unit)

C. The following individuals are authorized to use the coporate 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:

Name:	Account or Type of Transfer:	Amount not to exceed:

Region/wing finance committee authorization form must be submitted through DocuSign. Units must sign form below and send to Wing HQs.

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

Typed Name – Chairman	Signature	Date	Email address
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Typed Name – Director of Finance	Signature	Date	Email Address
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Typed Name – Officer	Signature	Date	Email Address
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Typed Name – Officer	Signature	Date	Email Address
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Typed Name – Officer	Signature	Date	Email Address
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