

Instructions/Worksheet for Completing the COWG Squadron Credit Card Policy Document and the Authorized Users List

Enter the requested information on this page. The corresponding fields on the credit card policy letter and authorized signers list will be filled out automatically. (except for signatures/dates) Enter Squadron Name

Enter Squadron PO Box or Street Address

Enter City, CO, and ZIP Code

Enter Desired Card Credit Limit

Enter the First and Last Name of the senior member to whom the card will be issued.

Enter the Duty Position of the person to whom the card will be issued.

Enter the First and Last Name of ***each*** authorized signer. Be certain to include the Squadron Commander's name ***and*** the cardholder's name.

Once the above information has been entered,

1. The squadron commander will sign and date the following document(s) where indicated.
2. Each authorized signer must sign where indicated.

Once the document has all required signatures, scan and email a copy of the credit card policy document and the authorized signer list to COWG Finance at fm@cowg.cap.gov ***and*** to the COWG Director of Finance at kirsten.turner@cowg.cap.gov

THIS WORKSHEET PAGE DOES NOT NEED TO BE SUBMITTED WITH THE COMPLETED FORMS.



COLORADO WING CIVIL AIR PATROL
United States Air Force Auxiliary



Credit Card Policy

1. In accordance with CAPR 173-1, paragraph 20, and COWG Finance Procedures paragraph II, this document establishes the _____ policy regarding financial management procedures for the squadron credit card.

2. The _____ Commander and The Finance Committee has authorized the use of one (1) squadron credit card. Members are required to follow all guidelines set forth in this policy purchase and the monthly spending limits shown:

One (1) card issued at a limit of _____ to _____

3. The credit card may only be used to pay for expenditures approved by the squadron finance committee prior to the purchase.

a. At no time can the charges exceed the limits set above.

b. All charges in excess of \$500 will need to be reviewed and approved by the Squadron Finance Committee, even if budgeted and pre-approved.

4. All uses of the Squadron credit card will be documented and reported to the Squadron Finance Officer. Retain all receipts!

5. The receipts and Squadron Finance Committee meeting minutes (if any receipt amount is equal to or over \$500) must be uploaded into centresuite and attached to the applicable Expense Report.

6. All receipts must be itemized. All receipts must be legible in their original form i.e., you cannot write the total charges onto a photocopy of the receipt. Copies must be dark enough to read, or the original receipt must be provided.

7. Any squadron credit card that is lost or stolen must be reported immediately to the Wing Admin and COWG Director of Finance as well as the Squadron Commander and Finance Officer.

8. The Squadron credit card will not be used for cash advances or personal expenditures at any time. The Squadron Credit Card will not be used to reimburse personal expenses. Requests for reimbursement of personal expenses must be submitted via COWG Form 173a, Colorado Wing Check Request, with itemized receipts.

9. Failure to abide by the above rules will be grounds for either revocation of the card or revocation of the individual's permission to use the card and the user will be liable for any charges not documented in this manner.

10. Acceptance of the credit card will obligate the squadron for all charges and will authorize the payment of the credit card bills.

11. A Squadron can request a temporary or permanent credit card limit increase. The request should be sent to the Wing Admin and Director of Finance. The COWG Finance Committee can approve a temporary or permanent increase as requested on a case-by-case basis.

12. This credit card policy was approved by the Finance Committee.

Squadron Commander's Signature

Date

Attachments:

1. Authorized Credit Card Signers for

cc:

Wing Admin, COWG DoF, COWG FM (mandatory via Email)

Squadron Commander

Squadron Finance Officer(s)

1 each Squadron Finance Committee Members

1 each Authorized Credit Card Signer



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12 October 2023

AUTHORIZED CREDIT CARD SIGNERS

The _____ commander and finance committee has authorized use of one (1) squadron credit card for the following staff member(s). Member(s) are required to follow all guidelines set forth in the squadron credit card policy and the monthly spending limits shown.

Name of Member:

Member's Duty Position:

Card Limit:

The following senior members have been authorized to use the squadron credit card as an authorized signer:

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature