

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

Enter requested information on this page. The corresponding fields on the credit card policy letter and authorized signers list will fill 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 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 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 signers list to COWG Finance at [cowgfin@hotmail.com](mailto:cowgfin@hotmail.com) **and** to the COWG Finance Officer at [kristennolan.cap@gmail.com](mailto:kristennolan.cap@gmail.com)

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

Revised 28 July 2019



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 Finance Committee has authorized 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. All receipts must be turned in to the Squadron Finance Office no later than 7 days following the credit card purchase.

6. All receipts must be itemized. The check request form submitted to pay the credit card bill should indicate the purpose of the expenditure to facilitate posting to the correct account category.

7. When possible, the original receipt should be provided to the Squadron FM who will forward a copy to the Wing Finance Office via email (preferred) or fax. 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. The Wing Finance Office will send each squadron a bill with their charges for the month. The squadron will then have 7 days to submit, to Wing Finance, a check request for payment to Synovus Card Services.

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

9. 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.

10. 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.

11. Acceptance of the credit card will obligate the squadron for all charges and will authorize the payment of the credit card bills by Wing even in the event that the receipts and authorization to pay the bill are not sent to Wing in time to pay the bill without incurring late charges. **This is to avoid incurring late charges** and will, under no circumstances, change the squadron's requirement to send the receipts and authorization to pay the credit card bill to COWG Finance in a timely manner.

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

\_\_\_\_\_  
Squadron Commander's Signature

\_\_\_\_\_  
Date

Attachments:

1. Authorized Credit Card Signers for

cc:

COWG/FM (mandatory via Email)

Squadron Commander

Squadron Finance Officer

1 each Squadron Finance Committee Members

1 each Authorized Credit Card Signer



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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:

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Signature

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