

# Pennsylvania Wing Civil Air Patrol UNIT RECURRING EXPENSE POLICY

**This policy will need to be renewed on October 1 each year.**

The finance committee of \_\_\_\_\_ Squadron hereby authorizes Pennsylvania Wing to submit payment to \_\_\_\_\_ for our \_\_\_\_\_ on a \_\_\_\_\_ basis on our behalf without additional written approval. Wing HQ is authorized to submit payment up to \$\_\_\_\_\_ per month. If the payment requested from \_\_\_\_\_ exceeds \$\_\_\_\_\_ per month someone from Wing HQ will contact the Squadron commander or Finance Officer to obtain additional authorization. If the Squadron does not have enough funds to pay the bill, someone from Wing HQ will contact the Squadron Commander or Finance Officer to workout a solution.

\_\_\_\_\_  
Group/Squadron Commander Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Group/Squadron Finance Officer Signature