

SUBORDINATE UNIT PAYMENT REQUEST

PART I – PAYMENT ISSUE INFORMATION

UNIT CHARTER NUMBER	UNIT NAME	DATE OF REQUEST
INITIATING OFFICER INFORMATION		PAYEE INFORMATION / ISSUE CHECK TO
NAME	GRADE	ISSUE CHECK PAYABLE TO
EMAIL	MAILING ADDRESS	
PHONE	DUTY CC CD FM OTHER	CITY STATE ZIP CODE

PART II – PAYMENT SUMMARY

ITEM	EXPENSE ACCOUNT / DESCRIPTION	CONTRACT	FM CMTE APRVL DATE	ASSET	AMOUNT
1					
2					
3					
4					
5					
6					

COMMENTS	TOTAL CHECK AMOUNT
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PART III – RECORD OF APPROVAL

UNIT COMMANDER OR FINANCE OFFICER NAME	UNIT COMMANDER OR FINANCE OFFICER SIGNATURE	DATE
FINANCE COMMITTEE MEMBER NAME	FINANCE COMMITTEE MEMBER SIGNATURE	DATE

Indiana Wing Payment Request Form Instructions

AUTHORITY: This form is prescribed in INWG Supplement 1 to CAPR 173-1, *Financial Procedures and Accounting*.

PART I: This part collects unit information, the officer initiating the payment action's information, and the information necessary to issue and mail the check to the recipient. All fields in this section must be completed.

PART II: This part records the expense information and amount to be paid. At least one item must be included for payment issue.

EXPENSE ACCOUNT / DESCRIPTION – Include the chart of accounts number that this payment is being expensed from or provide a description of the expense for proper recording and tracking purposes.

CONTRACT – If this expense is based on a contract with an outside vendor select YES – otherwise, select NO.

FM CMTE APRVL DATE – If an individual expense exceeds \$500, thus requiring finance committee approval, include the date that the unit's finance committee approved the expense. If the expense is under \$500 then leave this field blank. *Note: the total amount of the check may be in excess of \$500 without finance committee approval as long as each individual expense is under the \$500 threshold.*

ASSET – If the expense item is related to a vehicle or aircraft include the asset identifier / number.

AMOUNT – Enter the total amount of the expense that will be paid in the issued check.

COMMENTS – Not required, but comments may be included to provide explanation or additional information if needed.

TOTAL CHECK AMOUNT – This field is calculated automatically and is generated based on the amount values entered for items 1-6.

PART III: The approval required for issuing payments is based on expense total. A single finance committee approver may authorize payments under \$500. For payments \$500 and over, two approvers are required. This section collects the finance officer or unit commander (both members of the finance committee) and when needed an additional approver signature.

SIGNATURES: This form may be signed electronically, printed/signed/scanned, or processed via Docusign (with INWG/WA assistance). Electronic signature in the document is preferred and is the most efficient way to complete the form. Completed forms will be sent to fm@inwg.cap.gov for processing.

CONTRACTS: If the payment is the result of a contract, a copy of the contract must be included with this form's submission.