



**HEADQUARTERS  
CIVIL AIR PATROL ARKANSAS WING  
UNITED STATES AIR FORCE AUXILIARY  
2201 CRISP DRIVE – ADAMS FIELD  
LITTLE ROCK AR 72202-4406**

1 October 2007

MEMORANDUM FOR ALL PERSONNEL

FROM: ARWG/CC

SUBJECT: State Paid Invoices Policy Letter (2008-08)

1. To ensure that the Arkansas Wing strives for the highest possible level of financial accountability, all invoices, utility and telephone bills, and other expenses, excluding aircraft maintenance, forwarded to the State Military Department for payment shall be reviewed by the CAP Wing Administrator and one other member of the Finance Committee. Each reviewed invoice or bill should be stamped as have being reviewed and each member should sign or initial each invoice or bill. This procedure ensures that all State-paid expenses of the Wing are properly reviewed and approved by the Finance Committee as per CAP regulations.
2. The CAP Wing Administrator will maintain a file detailing all such bills that have been forwarded to the State Military Department. The CAP Wing Administrator will ensure that the proper adjustments are made to the Wing's electronic accounting software to reflect these payments. The Finance Committee will review the payment schedule at each quarterly Finance Committee meeting.

*Robert Britton*

ROBERT B. BRITTON, Colonel, CAP  
Commander

cc:  
1-File