



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

13 November 2007

MEMORANDUM FOR ALL PERSONNEL

FROM: ARWG/CC

SUBJECT: MAJOR CREDIT CARD POLICY LETTER (2008-09)

This policy outlines the procedures for the use of the Wing credit card and the limits of authority of the named officers.

1. The Finance Committee has authorized the use of the Wing credit cards for the following staff officers and sets the authorized limit of each officer.

Wing Commander	\$2,500.00
Wing Vice Commander	\$1,000.00
Wing Administrator/Services Coordinator	\$1,000.00

2. The credit cards may be used to pay for expenditures directly related to those activities within the staff officer's scope of duty. The aggregate balance on each account at any one time may not exceed the credit limit shown above. All expenditures require prior approval of the Wing Commander. Purchases over \$1,500 continue to require Finance Committee approval. The Wing Administrator or Service Coordinator is authorized to spend up to \$500.00 per month for normal office supplies.

3. All uses of the Wing credit card will be documented and reported to the Wing Director of Finance. All receipts must be turned in on a monthly basis. All receipts must show what the expenditure was for to facilitate posting to the correct accounts. Vehicle identification numbers, aircraft N numbers, mission numbers, the purpose of the expenses and any other identifying information necessary to facilitate the categorization of these expenditures is a requirement. All receipts must be legible in their original form, i.e., you cannot handwrite the total charge onto a photocopy of the receipt. A warning will be issued for failure to turn in receipts. After the third warning the credit card will be deactivated.

4. Personal use of the Wing credit card is strictly prohibited. One warning will be issued if the card is used for personal expenses. Should this happen a second time,

the credit card will be deactivated. The intent to reimburse the Wing is not justification to use the Wing credit card for personal purchases.

5. The Wing credit card will not be used for cash advances.
6. Any Wing credit card that is lost or stolen must be reported immediately to the credit card issuer, Wing Commander, and Director of Finance.

This policy was approved by the Wing Finance Committee on 12 November 2007.

/s/ Robert B. Britton

ROBERT B. BRITTON, Colonel, CAP
Commander

cc:

1 – Each Unit

1 - File