



**HEADQUARTERS PUERTO RICO WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**  
PO Box 192460  
San Juan PR 00919-2460

**PRWG ACCOUNT CHECK REQUEST FORM**

1. Date \_\_\_\_\_

2. Issue check to name or company \_\_\_\_\_ 3. Unit Number \_\_\_\_\_

4. Phone \_\_\_\_\_ 5. Email \_\_\_\_\_

6. Address \_\_\_\_\_  
\_\_\_\_\_

7. Purpose \_\_\_\_\_  
\_\_\_\_\_

8. Account Number \_\_\_\_\_

9. Amount: \$ \_\_\_\_\_

10. Requestor's Name: \_\_\_\_\_

11. Requestor's Signature: \_\_\_\_\_

12. Payment from:

Account \_\_\_\_\_ Subaccount \_\_\_\_\_ Amount \_\_\_\_\_

Account: \_\_\_\_\_ Subaccount \_\_\_\_\_ Amount \_\_\_\_\_

Account: \_\_\_\_\_ Subaccount \_\_\_\_\_ Amount \_\_\_\_\_

## **Puerto Rico Wing Form 3 - Instructions**

### **PRWG Account Check Request (Wing Level)**

This form will be used to request expenses authorization for PRWG accounts;

OP, DL and Activities

#### Instructions.

1. Date. (DD/MM/YYYY)
2. Name of the person, organization, or company to whom the check will be issued.
3. Unit Charter (ex. SER-PR-###)
4. Phone number of the person, organization, or company to whom the check will be issued
5. Email of the person, organization, or company to whom the check will be issued.
6. Mailing address of the person, organization, or company to whom the check will be issued.
7. Purpose of the payment. (ex. Encampment, fuel, office supplies...)
8. Account number. (use account chart under the expenses, it's online/ (ex.8475000 Cadet Activities)
9. Amount of the check to be issued.
10. Name of the person requesting the issuance of the check.
11. Signature of the person requesting the check.
12. Bank account where the payment will be withdraw (ex. OPS subaccount general, activities sub account Cadet Program, IT Transportation etc., DL)