



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

PUERTO RICO WING CHECK REQUEST (FOR UNITS BELOW WING LEVEL)

1. *Date requested* _____

2. *Unit Name* _____

3. *Issue Check to* _____

4. *Address* _____

5. *Date needed* _____

6. *Charter Number* _____

7. *Phone* _____

8. *Email* _____

9. EXPENSES	a. DESCRIPTION	b. ACCOUNT NUMBER	c. AMOUNT
<i>Line 1</i>	_____	_____	_____
<i>Line 2</i>	_____	_____	_____
<i>Line 3</i>	_____	_____	_____
10. Total Amount of Check			_____

**** If check amount is \$500.00 or more, date approval recorded in Finance Committee Minutes** _____

11. Unit Commander Approval _____ *Name* _____ *Signature* _____ *Date* _____

Finance officer Approval _____ *Name* _____ *Signature* _____ *Date* _____

Member Finance Committee _____ *Name* _____ *Signature* _____ *Date* _____

Puerto Rico Wing Form 4 - Instructions

Puerto Rico Check Request - For Units below Wing Level (WBP)

This form is used to request payment or reimbursement from the wing units. Complete and submit to de Wing Administrator and Director of Finance. The expense receipts must be attached to this form and W9 form if not a member. Check will be take approximately two weeks at the earliest

Instructions:

1. Date on which this document is being completed. The format must be DD/MMM/YYYY.
2. Unit Name. (ex. Cristal III Cadet Squadron)
3. Name of the person, organization, or company to whom the check will be issued.
4. Mailing address of the person, organization, or company to whom the check will be issued.
5. Date needed.
6. Unit Charter. (ex. SER-PR-###)
7. Phone number of the person, organization, or company to whom the check will be issued.
8. Email of the person, organization, or company to whom the check.
9. In line 1, 2, 3, break down the monetary transactions that were included in this request.
 - a. Under line a DESCRIPTION the expense.
 - b. Under line b, ACCOUNT NUMBER, enter the account number corresponding to the type of expense. You must consult the Account Chart, it's online.
 - c. In line c, AMOUNT, enter the amount of the cash or check received.
10. Enter the sum of all the transactions that are in line d. This number must reflect the total of the expenses.
11. Approved by Unit Finance Committee.