

01 OCTOBER 2009

POLICY LETTER #1 – CAPR 173-2

For: NHW / Squadron CAP VISA Corporate Credit Card Utilization

Financial Management

NH WING CAP VISA CREDIT CARD USAGE

This instruction prescribes the procedures for use of the CAP VISA Corporate credit card issued to certain headquarters staff and squadron members. This instruction does not change the requirements in CAPR 173-2 concerning prior authorization to expend wing funds.

1. The Wing Commander has authorized use of CAP VISA Corporate credit card for the following NHW staff with the credit limits shown below:

a. Wing Commander	-	\$ 5,000.00
b. Wing Administrator	-	\$ 5,000.00
c. Vice Commander	-	\$ 5,000.00

2. Certain designated Squadron Finance Committee members have also been issued CAP VISA Corporate credit cards. In the event a squadron member no longer remains on the Squadron Finance Committee or relinquishes possession of the CAP VISA card, it is the responsibility of the squadron commander to immediately notify NHW / HQ for card cancellation or card de-activation. NHW / Should a replacement card be desired, the following information must be provided:

**Full name and address
Social Security number
Phone number
E-mail address
Date of birth**

3. CAP VISA credit cards are to be used to pay for expenditures directly related to those activities within the member's CAP scope of duty. The aggregate balance on each Squadron CAP VISA account at any one time may not exceed a maximum of \$5000.00. Squadron Commanders can receive a card limit of up to \$2500.00. Other squadron members may receive a card limit of \$1000.00.

4. Receipts for all purchases on the CAP VISA Corporate credit card will be given to the Wing Administrator (WA) on a monthly basis, but no later than the 18th of the subsequent month. *NHWF 173-D, "Credit Card Transmittal form"(01 OCTOBER 2008) must be submitted with the Cardholder signature and Supervisor (Sq/CC) signature.* The original receipt must be provided to NHW, with a copy kept for the Squadron. If a receipt is lost, a DUPLICATE of the vendor's receipt will be necessary. All receipts must describe the expenditure to facilitate posting to the correct account. The date, vendor name, items purchased and cost must be included on any email notification in addition to the above requirements. Squadron Finance Officers should keep copies of all receipts for squadron accounting.
5. The NH Wing Administrator will review all monthly credit card statements and attach the appropriate receipts to the appropriate statement.
6. Any CAP VISA Corporate credit card that is lost or stolen must be reported immediately to the credit card issuer (The Bank), the NH / WA and the NHW / FM.
7. The CAP VISA Corporate credit card will not be used for personal expenditures at any time.
8. Failure to comply with this policy will result in revocation of the CAP VISA credit card as well as initiation of an IG investigation should the need exist.

Col Donald C. Davidson, Sr.
Commander, NH Civil Air Patrol

This Policy Letter will remain in effect until 30 SEPTEMBER 2010 or revised / rescinded.

OPR: FM

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