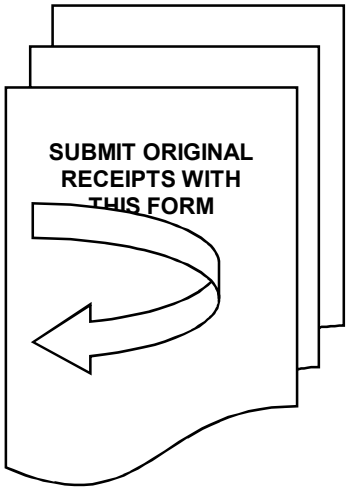
CIVIL AIR PATROL - Kentucky Wing

Payment Request Form

(To Request Payment For Personal *Mission* Expenditures, Use CAPF-108)



Make Check Payable To:

Name: _____

Address: _____

City / State: _____ Zip: _____

Name of Approver: _____

Print Name of Approver

E-mail address: _____ Phone: _____

Approved By: _____ Date: _____

Signature of Approver

Clear ALL

Reimb Exp (See Note)	Account	Dept	
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
		Total:	

Note: Type "Yes" in the "Reimb Exp" column if the *Wing* will be reimbursed for this expenditure by any means other than through normal *mission* reimbursement procedures. Use the remarks section below (or attach additional documentation if necessary) such as will allow Finance to record and track the receivable.

Purpose / Remarks: _____

Accounts…

7681	ES / CD Mission Exp - Not Listed Below
7710	Materials & Supplies
7735	Small Tools & Equipment
7745	Communications Equipment
7810	Telephone & Communication
7811	Internet Fees
7910	Postage & Shipping
8101010	Vehicle Maintenance
8101020	Vehicle Fuel / Oil
8110	Equipment Rental / Lease
8130	Aircraft Fuel / Oil
8132	Aircraft Maintenance
8135	Other Equipment Maintenance
8240	Printing & Publication
8312	Hotels, Meals, Airline Fares
9302	Other - Include Detailed Description Above

Departments…

100	Wing Admin
110	Govt. Liaison
120	Cadet Programs
130	Aerospace Program
140	Logistics Department
150	Operations Department
160	ES Admin
161	ES Missions
170	CD Admin
171	CD Missions
180	Stan/Eval Department
190	Communications Department
211	Aircraft Service Center - General Expenses
	For Aircraft Specific Exp List Tail # as Follows…
	1191S
	2101E
	5419E
	Etc.