

# Updating CAPF 172 - Consolidated Financial Authorizations

The entire new CAP form is required to be completed each time there is a recurring expense change, command change, change of FM or finance committee and before the beginning of each fiscal year on 10/1.

## Step One: Completing the form

The form is found on the NHQ website.

([https://www.capmembers.com/forms\\_publications\\_regulations/forms/](https://www.capmembers.com/forms_publications_regulations/forms/))

While the instructions on the form are self-explanatory - key items to note are:

- Enter date for Year-end submission or date of change
- Enter the unit number (E.g. GLR-IL-111)

Complete:

- **Section A** – List Unit Invoice signers (E.g. Name/Position; invoice or ILWGF321 type (E.g. “General”); up to \$500) .
- **Section B** - List Recurring Expenses (E.g. Vendor Name; Purpose “drop down box”; Frequency; Amount) .
- **Section C** – Disregard and indicate “None” since IL WG Units do not currently have CAP credit cards issued .
- **Section D** – N/A for Units.
- **Section E** – List Finance Committee members authorizing the content of the form and provides signature samples.

It is suggested to keep the members of the finance Committee to an ODD number of people so the quorum required for meetings and approvals is lower. Eg. If there are 3 members the number required for quorum is 2. While if there are 4-5, the quorum number is 3.

## Step Two: Submitting the form

When the form is completed please forward it to [wa@ilwg.cap.gov](mailto:wa@ilwg.cap.gov) and [fm@ilwg.cap.gov](mailto:fm@ilwg.cap.gov). This will be updated in certify and sent out for electronic approval.

## Step Three: Updating E-Services

After all approvals are obtained please update the finance committee list in e-services if there were any additions or removals to the finance committee.