

Check Requests

ILWG Form 321 will be used when requesting payment or reimbursement.

Part A: must always be completed.

Part B: is completed for a check request.

Part E: is the signature block which **REQUIRES two authorized approval** signatures to process.

Detailed legible receipts and/or supporting paperwork must be attached.

DocuSign - Is a software provider used by NHQ for electronic approvals of reimbursement requests and invoices.

Requester is the individual to be reimbursed. The requester completes the appropriate parts of the ILWGF 321 (Part A, B, and Part E). If the requester signature is not available, an email from the requester may be attached to the completed paperwork submitted for approval, substantiating the details of the check request. Whenever a Unit FM or CC completes an ILWG Form 321 on behalf of a member, the FM or CC attaches the supporting documents, reimbursement request (email from requesting member indicated as payee) and prints the requester name on the form. The named “payee” is the requester regardless of who physically completes the form.

Payee (Requester) may not also act as an “Authorized Approver” even if the payee is submitting his/her own check request. Only one “approver” signature may be from the member’s household, (defined as “family, relatives; living together or not”). The second approver must be from outside the household. NOTE: For smaller squadrons, if necessary, the Group could be solicited for approved signatories.

Approvers- All reimbursements sent to the ILWG/WA require **two** authorizing signatures provided on the CAP Form 172 Section E to approve Unit expenses less than \$500.00. If the expense amount is \$500.00 or more, a quorum approval is needed and the finance committee approval box must also be checked on the ILWG Form 321 confirming that a quorum of the Unit finance committee has approved the requested expenditure and the approval is documented in the finance committee minutes if requested.

Detailed legible receipts and/or itemized supporting vendor invoices (identifying location, date, item description, quantity and amount) must always be attached to an ILWG Form 321 in order to process (refer to Advances section for unique circumstances). Order confirmations or statements are not acceptable proof of payment for reimbursement purposes – an invoice is required. It is suggested that Units should retain a copy of documentation submitted until the transaction is posted and confirmed in Wing Banker.

Recurring vendor invoices - Units receiving monthly or quarterly recurring vendor(s) invoices which qualify under CAPR 173-1, should review setting up a vendor invoice as a recurring expense payment. Recurring expense authorizations eliminate the need for an ILWG Form 321 to be submitted for those invoices. This also reduces the risk of payment delays and incurring late fees. In order to setup recurring expense authorization, the Unit coordinates with the ILWG/WA on

changing the billing to Wing's mailing address and completing a CAPF 172 authorizing payment (Refer to Recurring Expense section).

For Entertainment and Meal Reimbursement requests, a CAP Form 170, *Business Meals and Entertainment Form*, (posted on the CAP national website) must accompany the Finance Committee approved ILWG Form 321 with detailed itemized receipts (See CAPR 173-1 para 25 for further conditions and explanation).

Reimbursement Timeframes- In order to be eligible for reimbursement, non-mission ILWG Form 321 requests with legible itemized receipts MUST be received by Wing within 60 days of the expense incurred IAW CAPR 173-1. Each Unit FM should ensure members are made aware of reimbursement time limits. Requests received after 60 days can not be reimbursed.

Note: Mission related reimbursement requests submitted with detailed receipts on a CAP Form 108 **must be submitted within 15 calendar days of the mission being closed** in order to be eligible for reimbursement. Refer to CAPR 173-3 for current mission fuel receipt upload timeframe requirements (currently 72 hours). Enrolling in NHQ's Direct Deposit program is encouraged.

Re-Issuance of Wing Reimbursement Checks - In an effort to minimize confusion and maintain timely audit records, Illinois Wing expects member reimbursement checks to be cashed within 30 days of issuance. Members should be encouraged to cash checks as soon as they are received to minimize risk of loss or being misplaced. After 90 days - requests for re-issuance of any Wing check requires Wing Commander approval. Each Unit FM should ensure members are made aware of check re-issuance time limits.

Submit - ILWG Form 321 should be sent to the Wing Administrator along with appropriate receipts and Finance Committee Meeting Minutes if necessary. The form will be sent out via DocuSign for electronic approvals. Check requests are processed after all approvals have been received.