



## **MISSOURI WING FINANCIAL MANAGEMENT PROCEDURE 173-5**

**01 OCTOBER 2009**

***Finance***

### **WING PAYMENT POLICY**

This procedure establishes guidance to ensure a minimal amount of liability debt to the Missouri Wing Civil Air Patrol from late payments by Civil Air Patrol personnel.

**1.** The late payment policy is outlined in the following guidelines.

**a.** First Notice: The first financial invoice represents an expense statement for costs which the Missouri Wing is to be reimbursed for by a CAP member. The expectation is for the expense to be paid to the Missouri Wing within 30 days.

**b.** Second Notice: If the respective payment(s) have not been received within the initial 30 days, a second notice will be issued to the CAP member. A copy of the invoice will be reissued reminding the CAP member they have an unpaid invoice with the organization. This invoice also has a 30 day expectation for payment from the member. During this period any reimbursement from the wing to the respective member will be retained until payment has been received. A copy of this notice will be forwarded to the Wing Commander, Director of Operations and Wing FM.

**c.** Third Notice: If payment has not been received after the second 30 day notice, a third invoice will be sent to the CAP member. With this notice there will be a memo reminding the CAP member that payment must be received within the prescribed date or his/her CAP member status will be **SUSPENDED**. The suspension will stay in effect until the payment(s) has been received. If any new reimbursements intended for the respective member is received at wing, along with any retained reimbursements, they will be credited to the balance at the end of this period, at the discretion of the Wing Commander and Wing FM.

**2.** After the payment(s) has been received and deposited, the respective officer will be reinstated to active duty providing the debt has been satisfied.

**JOHN A. MAIS, Col, CAP**  
Commander