



MISSOURI WING FINANCIAL MANAGEMENT PROCEDURE 173-7

01 OCTOBER 2009

Finance

WING INVOICE APPROVAL AND RECURRING EXPENSE POLICY

This procedure establishes instructions and procedures for processing and managing wing-level invoice payments and recurring expenses.

SUMMARY OF CHANGES.

This revision deletes the recurring expense policy option for vendors with expenses exceeding \$1,500 and establishes recurring expense policies with limits for vendor expenses up to \$1,500.

1. The approval authorities are to function within the guidelines of the regulations to ensure a check and balance is achieved in the invoice approval process. It is recommended neither the Wing Finance Officer nor the Wing Administrator should approve invoices. Only on an exceptional basis and as indicated in paragraph 2.b. below should the Wing Finance Officer act as the approval authority.
2. All invoices submitted to the Wing Finance Officer for payment must contain an approval signature before the invoice can be fully processed. The approval authority for a specific functional area is the staff member who is appointed as the designated signer over the functional area. The Personnel Authorization and/or letter of designation represent those who have been approved by the wing commander for each area.

a. The following staff members are authorized to approve invoices for their respective functional area expenses and amounts as listed below:

<u>STAFF MEMBER</u>	<u>TYPE OF EXPENSES</u>	<u>APPROVAL LIMIT</u>
Wing Commander	May approve all types of expenses	\$1,500
Vice Commander	May approve all types of expenses	\$1,500
Chief of Staff/ Assistant Chief of Staff	May approve all types of expenses	\$1,500
Director of Operations	All aircraft and vehicle maintenance expenses	\$500

<u>STAFF MEMBER</u>	<u>TYPE OF EXPENSES</u>	<u>APPROVAL LIMIT</u>
Aircraft Maintenance Officer	All aircraft and vehicle maintenance expenses	\$500
Director of Logistics	All vehicle maintenance expenses	\$500
Transportation Officer	All vehicle maintenance expenses	\$500
Director of Communications	All communication expenses	\$500
Director of Cadet Programs	All Cadet Program expenses (see paragraph 2.c.)	\$500

b. The Wing Finance Officer is given the authority to approve and pay the following recurring expenses:

<u>Type of Expense</u>	<u>Approval Limit Per Invoice</u>
Monthly office equipment maintenance	\$500
Monthly Internet/online and wireless communication expenses	\$500
Office Supplies	\$500

c. The Director of Cadet Programs is authorized to approve invoices for all encampment expenses with approval limits established and documented in the applicable Finance Committee minutes.

3. All invoices up to \$500.00 must be pre-approved by the respective functional area staff member unless the vendor is on the wing recurring expense policy list. Invoice payment checks should have two signatures, but can be processed with one signature during time-sensitive or emergency situations.

4. Invoice payment amounts from \$501.00 to \$1,500.00 require the respective functional area staff member pre-approval unless the vendor is on the wing recurring expense policy list and require two signatures on the payment check. For electronic payments, two electronic or written approvals are required with one being the respective functional area staff member.

5. Wing-level payments in excess of \$1,500.00 must have the approval of the finance committee using Sertifi®.

6. The following recurring vendors are granted a blanket approval and their invoices with established limits may be paid without approval by the finance committee or respective functional area staff member. The check signature and approval requirements of paragraphs 3 and 4 above still apply when applicable.

<u>VENDOR</u>	<u>ESTABLISHED LIMIT</u>
AT&T Mobility (Air Card)	\$500.00
Executive Beechcraft, Inc (Hangar Rental)	\$350.00
Kansas City Aviation Department (Hangar Rental)	\$320.00
Midwest Air Services (Hangar Rental)	\$250.00
RCC, Inc (Pager Service)	\$20.00
Socket Internet (Internet Service)	\$25.00
St Charles Flying Services (Hangar Rental)	\$300.00

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