

**NEBRASKA WING CHECK REQUEST  
WING BANKER SOLUTION  
FOR UNITS BELOW WING LEVEL**

<b>Date Received @ Wing</b>

Date of Request: \_\_\_\_\_

Date Check Needed by: \_\_\_\_\_

Unit Name: \_\_\_\_\_

Charter Number NCR-NE- \_\_\_\_\_

**ISSUE CHECK TO:**

Payee: \_\_\_\_\_ Rank or Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ e-mail Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

City                      State                      Zip

ITEMIZED EXPENSES DESCRIPTION	ACCOUNT NUMBER	AMOUNT
<b>For \$500.00 or more, copy of unit finance committee minutes approval must be attached.</b>	<b>Total:</b>	

Unit Commander/Finance Committee Member Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**AND**

Unit Commander/Finance Committee Member Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Unit Commander or any CAP Member cannot sign for own reimbursement request.  
Two signatures are required on this form.**

UNITS BELOW WING LEVEL ACCOUNT NUMBERS PER CAPR 173-1					
ACCOUNT #	EXPENSE DESCRIPTION			ACCOUNT #	EXPENSE DESCRIPTION
<b>7120000</b>	AWARDS			<b>8312000</b>	TRAVEL (Only authorized travel)
<b>7135000</b>	SCHOLARSHIPS			<b>8475030</b>	DRUG DEMAND REDUCTION (Expenses for DDR Program)
<b>7696000</b>	VEHICLE FUEL (indicate Corporate or POV)			<b>8475070</b>	UNIT ACTIVITIES (Other Cadet Activities)
<b>7700100</b>	SUPPLIES (Office supplies & other materials)			<b>8476010</b>	SENIOR ACTIVITIES EXPENSE
<b>7701000</b>	COST OF SUPPLIES (Supplies resold to members)			<b>8480010</b>	COMBINED SENIOR & CADET ACTIVITIES
<b>7810000</b>	TELEPHONE & COMMUNICATION			<b>8540000</b>	UNIT EVENTS (To include Award Banquets & Dining Ins)
<b>7813000</b>	INTERNET FEES			<b>9241000</b>	ADVERTISING (Public Relations, Publicity & Adv)
<b>7900000</b>	POSTAGE & SHIPPING (Includes PO Box rental)			<b>9302000</b>	MISCELLANEOUS EXPENSES
<b>8010000</b>	RENT (Use of facilities)			<b>9306110</b>	FUND RAISING EXPENSES (Includes Wreaths Across America)
<b>8015000</b>	UTILITIES			<b>9401010</b>	MEMBERSHIP DUES (Incurred w/Nat'l HQ for members dues)
<b>8120000</b>	VEHICLE MAINTENANCE (Corporate only and no fuel)			<b>9520010</b>	PROFICIENCY FLYING (Unit pays for maintenance fee for pilots)
<b>8230000</b>	DUES & PUBLICATION (Other org dues & informational copies)			<b>9520050</b>	EXPENSES WITH WING (Wing Conference fees, Encampment fees)