



Nevada Wing Civil Air Patrol FORM 173-3 CHECK REQUEST WORKSHEET



- **Incomplete check request forms or missing/incomplete receipts will not be processed.**
- **Reimbursement requests over 60 days from expenditure will not be honored as per CAPR 173-1, para 18.**
- **All Travel expenses (registrations, fuel, lodging, airfare, ...etc) Must be submitted on a Travel Voucher instead of the Check Request Worksheet.**
- Submit this worksheet along with itemized receipts to the Nevada Wing Administrator at: SBrewer@capnhq.gov
 - Legible copies of DETAILED and ITEMIZED receipts, invoices or bills are required for all reimbursements.
 - Provide a clear and detailed description of each line item expense. (e.g. *Insignia, Equipment, Supplies, Food, Postage, Copies, Maintenance, AE, ...etc*; List the purpose, event or activity. Items purchased for resale must be noted. Expenses against Restricted Funds must be tracked and noted.
- All check request approvals will be submitted and approved via Sertifi.
- Reimbursements will be processed in accordance with CAPR 173-1, CAPR 173-3, and Nevada Wing Publications.

Name of Unit Paying the Request: _____

Name or Company to be Paid: _____

Date: _____ CAPID: _____ Rank or Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

| DESCRIPTION OF EXPENSE - MUST BE DETAILED & ITEMIZED | Vehicle or Aircraft # | AMOUNT |
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| | | |
| | | |
| Total Amount Requested | | |

Name/Grade of Submitter: _____

Tip For best results before emailing select "Save As" or Print File"

Completing the NVCAPF 173-3

10 Dec 2020

1. **If this reimbursement request is for Travel, please complete the Travel Voucher instead of this worksheet.**
2. There is no longer an approval block on the check request worksheet. All requests will be approved via Sertifi.
 - a. Email the completed form plus all documentation (invoices, receipts, etc.) to the Wing Administrator at SBrewer@capnhq.gov
 - b. The **preferred** method of submission is email with the check request worksheet and documentation attached as .PDF documents.
 - c. The Wing Administrator will quality-check the package and upload it to Sertifi for approval by the Finance Officer and Commander (and the Unit Finance Committee if required).
 - d. When all required approvals have been received, the Wing Administrator will issue a reimbursement check.
3. Per CAPR 173-1, all member reimbursements must be submitted within 60 days of incurring an expense or receiving an invoice. Requests for reimbursement presented after 60 days will not be honored.
4. Itemize each expense. List multiple Chart of Account codes if purchases are for multiple events or areas.
5. The worksheet automatically totals all entries. The reimbursement total can be less but must not be more than invoice/receipt totals.
6. Do not co-mingle funds between personal purchases and CAP purchases. Pay separately.
7. If advance funds are needed to fund an activity (i.e. Cadet Encampments or Fundraising), or for any advance payment requests, the requester must prepare a Check Request stating the particulars. The requester assumes all liability for all advanced funds and submit receipts immediately (within 5 days of the completion of the event). The requester of advance funds will be included in the Sertifi approvals and his/her approval indicates acceptance of this liability.
8. To avoid delays and denials, please submit your reimbursement request through your Unit Finance Officer. This procedure will allow effective tracking and reconciliation before submission for processing.