



NEW YORK WING FINANCE PROCEDURE 12-5

1 JANUARY 2012

Finance

GROUP RESPONSIBILITY FOR APPROVAL OF INVOICES

This prescribes the procedures for Group Commanders' or their designees' verification that all bills and invoices show the tail number of aircraft, or license plate number of surface vehicles, on the fuel ticket or maintenance invoice that New York Wing is expected to pay.

1. All aircraft and vehicle maintenance for which New York Wing is expected to pay, must be approved in writing by the Group CC, LGM, LGT, or designee using NYWF 90. The invoice must be attached to the form. Any bill or invoice sent to New York Wing without the form 90 will be returned to the responsible Group to provide the missing document. The Unit must verify that the work was completed to the satisfaction of the Group. Groups are to submit request for payment within 30 days of when the maintenance was completed or the Group will be liable for all or part of payment indicated on the bill.
2. All aircraft and vehicle maintenance not approved in advance by the NYW LGM, LGT, or Wing Commander will not be paid and the offending Group will be responsible.
3. Local exceptions to this policy must be approved in advance by the Wing LGM, LGT, or the Wing Commander or designee. Group CC are to inform the NYW FM if a vendor is complaining of late or missing payments.
4. These above procedures will be used by New York Wing for vendor payments where the check is to be issued to the vendor name on the invoice. Reimbursement to CAP members will require the use of the New York Wing Form 80.
5. Make sure that Squadrons get a copy of this Operating Instruction and understand their responsibilities in the process.
6. Unreadable documents will be returned for correction. To ensure legibility, type or use a computer generated NYWF90 which is available on the New York Wing website.