

**NEW YORK WING FINANCE  
PROCEDURE 16-2  
2 February 2016**

**Finance**

**MAJOR CREDIT CARD POLICY**

This prescribes the procedures for the use of the NY Wing corporate credit cards that are issued to appropriate headquarters staff personnel. This does not change the requirements in CAPR 173-1 concerning authorization to spend Wing funds.

1. The Finance Committee has authorized use of the Wing corporate credit cards for the following Staff Officers subject to the monthly credit limits shown below for each card:

- Wing Commander \$3000.00
- Wing Vice Commander(s) \$ 750.00
- Wing Director of Finance \$2000.00
- Wing Director of Operations (or Operations Assistant) \$ 750.00
- Wing Director of Communications \$ 750.00
- Encampment Commander \$2500.00
- Flight Encampment Director \$ 750.00

2. The corporate credit cards may be used to pay for expenditures directly related to those activities within the staff officer's scope of duty. All expenses must have prior approval from the Wing Commander prior to using the card for official business. The aggregate balance on each account at any one time may not exceed the credit limit shown above. Individual purchases over \$1,500.00 continue to require finance committee approval.

3. All uses of the NY Wing corporate credit card will be documented and reported to the NY Wing Director of Finance. All receipts must be turned in on a monthly basis. They must show what the expenditure was for to facilitate posting to the correct accounts. Vehicle ID numbers, aircraft N numbers, mission numbers, the purpose of the expense and any other identifying information necessary to facilitate the categorization of these expenses is a requirement. All receipts must be legible. All receipts must be original form, i.e.: you cannot handwrite the total charges onto a photocopy of the receipt. Scanning and electronic submission is acceptable. A warning will be issued for failure to turn in receipts. After the third warning the credit card will be deactivated.

4. Personal use of the NY Wing corporate credit card is prohibited. One warning will be issued if the card is used for personal expenses. Should this happen a second time the credit card will be deactivated. This is a serious offense and will be dealt with accordingly. The intent to reimburse the Wing is not justification to use the NY Wing corporate credit card for personal purchases.

5. The NY Wing corporate credit card shall not be used for cash advances.

6. Any NY Wing corporate credit card that is lost or stolen must be reported immediately to the credit card issuer, Wing Commander, and Director of Finance.