

MARYLAND WING BANKER CHECK REQUEST

DATE OF REQUEST:

CHARTER NUMBER

UNIT NAME

ISSUE CHECK TO:
NAME OR COMPANY:

REFERENCE NO.:
** Sequential number for tracking purposes

STREET ADDRESS:

CITY, STATE ZIP

PHONE

For Internal Use Only
Control Number

Check here if this is a new address:

Payment Date

ITEMIZED EXPENSES:	DESCRIPTION	AC Tail # or VAN #	ACCOUNT NUMBER: <small>see list on back</small>	AMOUNT
LINE 1	<input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
LINE 2	<input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
LINE 3	<input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
LINE 4	<input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
LINE 5	<input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>

UNIT COMMANDER OR FINANCE OFFICER:
hand sign or use PDF signature block

TOTAL AMOUNT
DATE

IF CHECK AMOUNT IS \$500 OR MORE

FINANCE COMMITTEE MEETING HELD (DATE)

I certify that the above expense was approved by the unit finance committee.

This signature cannot be the same as above.

ATTACH A COPY OF THE MEETING MINUTES TO THE CHECK REQUEST.

**UNITS BELOW WING LEVEL
ACCOUNT NUMBERS PER CAPR 173-1**

ACCOUNT #	DESCRIPTION	ACCOUNT #	DESCRIPTION
7120000	Awards (frames, plaques, etc)	8120030	Corporate Vehicle Maintenance/Supplies incl Emissions
7135000	Scholarships (encampment, staff college, etc)	8123000	Other Equipment Maintenance
8120040	Fuel Reimbursed to Member - not mission related	8230400	Subscriptions/Publications/Membership Dues
7700200	Supplies - Office	8312900	Authorized Squadron Travel (do not include fuel)
7700201	Uniform Supplies (Hats, T-Shirts, PT Wear, Vanguard)	8475010	Encampment
7700180	Printing/Photocopying	8475030	Drug Demand Reduction
7735000	Equipment (copier/printer/scanner, barcode reader)	8475056	Color Guard
7745000	Communication Equipment (radios, L-Per)	8475095	Other Cadet Activity
7755000	Furniture Purchases	8475105	Cadet Competition
7810020	Telephone	8475110	Cadet Speak Off
7813020	Internet Fees/Email Service	8476000	Senior Activity
7900600	Postage & Shipping	8480010	Combined Sr & Cadet Activities (outings/training)
8010100	Aircraft Tie Down fees	8540000	Unit Events (banquets/promotions/etc)
8010200	Rent (Facility Use/PO Box)	9302000	Miscellaneous (Provide description)
8015035	Utilities (Gas/Electric/Oil/Trash/Water)	9302020	Wreaths Across America
8020000	Contributed Facilities & Util	9306100	Fundraising Expense
8085000	Facility Expense - Other	9306200	Raffle Expenses
8110000	Corporate A/C Maintenance/Supplies	9308000	Member Morale (flowers, etc)