

Chapter 8 - AFJROTC HQ FINANCE GUIDE

As of 8/31/18

Units receive financial support based on the number of active cadets on their Program Status Report (PSR). This support is executed through reimbursement of authorized expenses or pre-coordinated use of the HQ's Credit Card.

[Holm Center Instruction 65-103](#), this instruction, and supplemental reference material in WINGS outlines the process units need to follow to be reimbursed for authorized expenses or for requesting HQ credit card support. In all cases, units are expected to stay within their allotted budget.

Important Notes

Please note while using HQ Credit Card there are certain restrictions that apply depending on the Items/Services you are trying to purchase. O&M Purchases of Items are restricted to GSA Advantage ONLY and must meet FSSI or Ability one Requirements if they are office supplies, all other items in GSA Advantage do not have to meet FSSI/Ability one requirements. Credit Card Purchases have a limit on the maximum amount a unit can request. For services (Dry Cleaning, Alterations) the Max Amount a unit can request is \$2500.00. For Items (PT Gear, Ribbon Racks, Boots, GSA Orders) the Max Amount is \$3000.00. **If your request is more than allowed or is split into different requests they will be canceled.**

Specialty items approved for purchase by the Units RD will still have to be verified and approved by the Finance office to ensure all purchases made with the HQ Credit Card are meeting all Contracting and finance guidelines and requirements.

All HQ Credit Card request Are TAX EXEMPT and all invoices with taxes will be returned for the unit to render an appropriate invoice with ZERO taxes. AFJROTC HQ tax exempt number is 931175536 and the official memo can be found in Wings under Published Files. Instructors must upload all "Paid Receipt's" for Credit Card requests within 10 days of services being rendered. If Paid Receipt is NOT uploaded within 10 days, future ability to use Credit Card will be suspended until missing Paid Receipt is uploaded. NOTE: For GSA Requests unit has 30 Days to identify that all items have been received.

PayPal Vendors are unauthorized and cannot be used with HQ Credit Card Failure to specifically follow all of the instructions can greatly delay the entire process, or deny reimbursement. As you prepare your financial requests, be sure to avoid the list of common errors listed on [page 180](#).

Finally, the list of authorized and unauthorized items in [Holm Center Instruction 65- 103](#) and this instruction is not all inclusive; it is intended to provide additional information to help units correctly interpret and implement the financial regulatory guidance. The list is intended to help units understand their options prior to committing unit or district funds. If you have additional questions concerning a specific expenditure please contact your RD for further guidance before you incur the expense.

ANNUAL ALLOTMENT OF UNIT FUNDS

Each unit will have a separate allocation of Operation and Maintenance (O&M) funds, Military Personnel (MILPER) funds and FEDMALL funds. Units have access to O&M and MILPER funds by pre-coordinating HQ credit card support or by submitting a request.

FEDMALL funds can only be utilized within WINGS to order uniform items. A unit will not receive more O&M and MILPER support in one fiscal year than what they have been allocated without strong justification and approval by the units RD. Please contact your RD for further guidance.

REIMBURSEMENTS

DUNS & CAGE Code: Effective March 2013, DFAS mandated the payment method would be by Electronic Funds Transfer (EFT) via the DUNS/CAGE Code process. **Each DUNS/ CAGE code may require an annual renewal NLT 30 days prior to the expiration date.** Units are required to report, via e-mail the new expiration date to Holm Center/SDFA: HOLMCENTER.JRReimbursements.check-eft@us.af.mil

Failure to report the new expiration dates will delay any reimbursement request. Recommend each unit be aware of which school account the funds are being reimbursed into (via EFT). Units should notify the appropriate district/school office when reimbursement requests have been submitted and when funds are anticipated.

Submission Guidelines: WINGS restricts reimbursement requests to one new submission every 30 days if the unit has over \$100 in reimbursable expenses. Units must submit reimbursement requests for goods, services by the end of each month and not hold all receipts to make one reimbursement request at the end of the semester or school year.

Attached receipts need to be separated to mirror the line items within the request. Unit is required to keep hard copy of the receipt until the status of the Request ID changes from "Submitted to HQ" to "Vendor Contacted" or "Verified".

Returned Packages: Packages returned with errors need to be corrected and resubmitted within 30 days to ensure prompt reimbursement. Returns are not included in the one per 30 day restriction.

ESTABLISHED HOLM CENTER SUSPENSES

14 June– Last day to submit O&M Reimbursement and/or Credit Card requests. Units must have 100% of their distributed O&M funds in “SUBMITTED to HQ” status. If using Reimbursement request the request must include all paid receipts, a current and completed Memo for Reimbursement to include applicable cadet rosters, and a signed generated invoice. If using the Credit Card, all required documents/invoices must be attached. If any unit “submits” a request that is empty of the required paperwork in an attempt to protect their funds, the funds will be lost. All remaining (unsubmitted) funds will be pulled on 16 June. Instructors should be aware that placing unit’s funds in “proposed” status does not “protect” the funds, only properly “Submitted to HQ” requests keep funds protected.

25 July– Last day HQ’s will accept completed/signed receipts for funded CLCs. Units will be held to this suspense to submit for reimbursements. Preplan the need for signed receipts as this is a hard suspense. All remaining CLC funds will be pulled on **26 July**.

16 Aug– Last day to submit MILPER credit card requests

13 Sep– Last day to order via FEDMALL. All unused FEDMALL will be pulled after this date.

13 Sep– Last day to submit MILPER reimbursement requests (in SUBMITTED for payment status in WINGS with a signed/paid receipt). All unused MILPER will be pulled after is date. *** Direct all questions to Holm Center/SDFA, 334-953-5892.

UNIT OPERATIONS AND MAINTENANCE (Unit O&M)

These funds are used to support the administrative, educational and operational needs of the unit. O&M funds are authorized to cover cadet travel and lodging during Curriculum-in-Action (CIA), CLC and cadet orientation flights. Unit O&M can also cover office supplies, including the maintenance and purchase of office and classroom equipment (excluding computers). O&M covers curriculum support materials, copies, long distance phone charges, instructor POV travel in direct support of authorized AFJROTC activities or events, instructor lodging for CIA, postage expenses, shoe sizing devices, and plastic garment bags for storage purpose only. (Individual cadet or drill team garment bags are not authorized).

EQUIPMENT PURCHASE AND MAINTENANCE (Unit O&M) AUTHORIZED

1. In accordance with this Finance Guide, the following items are authorized: TVs, VCR/DVD player, camera case, projector screen, shredders, portable stereos, walkie-talkies, PA systems, and computer peripherals (connection cords/data storage devices, etc.). If using GPC Credit Card all above items must be purchased through GSA Advantage.
2. Repair and maintenance of AF property (if provided by Holm Center, contact Holm Center/SDCS for repair/replacement/ warranty information on government computers and laptops)
3. Installation and/or delivery charges of equipment
4. Parts and repair of Daisy Replica rifles
5. Engraving USAF property. Units can either pay to have the AF property etched, or purchase an engraving tool (If using Credit Cards / GSA Advantage Only)
6. Picture/Poster frames (If using Credit Cards / GSA Advantage Only) / framing services
7. Bulletin Boards (If using Credit Cards/GSA Advantage Only)
8. Model rockets and accessories
9. Model aircraft as well as remote control aircraft (excludes Multicopter)
10. Tarps, cords, line, mats, safety vests, fluorescent belts, stop watch, First Aid Kit, Safety c Cones, Tug of War Rope, Frisbees, Kickball, Dodgeball, Igloo type water cooler/jug. (If using Credit Cards / GSA Advantage Only)
11. Storage Totes
12. Marksmanship equipment other than rifles and pellets.
13. Purchasing of flight simulator software, simulators, and joysticks/yokes.

14. Purchasing of U.S. Flag (Flag must be greater in size than the 3x4 that is available through FEDMALL)

Not Authorized

Purchasing IPAD/Tablets, Smartboards Note: Units must utilize the current IT Refresh option when requesting printers, computers and laptops.

1. Repairing non-AF owned or donated/fundraised equipment
2. Purchasing or leasing PDA or Blackberry, telephones, or smart phones. Purchasing furniture such as chairs, desks, podiums, filing cabinets, trash cans, shelving, display cases, work benches, banners, magnetic signs, uniform storage racks or stands, cabinetry, items for weapon storage, ect. (School is responsible for providing furniture and securing AF property).
3. Renting a weight room or purchasing high cost fitness equipment (\$500 or higher) such as treadmills, exercise bikes, weight sets, etc.
4. Purchase of State or other service and historical flags, poles and stands.
5. Bottled water or power drinks such as Gatorade and Red Bull.
6. Camelbaks.
7. Multicopter/Drone purchase and repair/maintenance.

ADMINISTRATIVE SUPPLIES AND EXPENSES (Unit O&M) AUTHORIZED

1. Purchase of administrative office supplies e.g., batteries, pens, pencils, paper, staplers, scissors, paper clips, glue, etc. (GSA FSSI Requirement)
2. Inkjet and toner printer and copier cartridges. Units may purchase toner for printers that the school owns as long as they are being used strictly for AFJROTC. (GSA FSSI Requirements apply to this purchase)
3. Blank CD/DVDs or other document storage devices. (GSA FSSI Requirements apply)
4. Purchase of garment bags to protect the uniforms (storage only). (GSA FSSI Requirements apply)
5. Shoe measuring devices.
6. Projector Lamps. (GSA FSSI Requirement apply)
 1. Photo static copies provided by commercial vendors, school, or district. To include, copies for items such as: cadet folders, cadet guides, invitations to JROTC functions, letterhead stationery, program information, letters to parents & prospective cadets, etc.
 2. Postage expenses incurred in mailing official business documents to include certified mail used for uniform and equipment recovery.
 3. Purchase of stamps or mass-mailings from the US Postal Service.
 4. Long distance toll charges incurred in the support of AFJROTC. NOTE: School receipt for telephone toll charges must state: "Charges are for long distance calls only and do not

include any miscellaneous telephone expenses.”

5. Cost for CPR Training and Certification.(Instructors Only)

NOT AUTHORIZED

1. Purchase of awards, plaques trophies.
2. Paying for Award Banquet/Dining Ins/Outs fees and expenses (entertainment, decorations, etc.).
3. Providing honorariums to guest speakers or honored guests.
4. Yearbooks.
5. Unit Coins/Pins
6. Instructor and cadet business cards.
7. Professional/Custom made invitations, programs, stationery, rubber stamps, etc.
8. Cell phone charges.
9. Any phone line/monthly rental/installation charges/surcharges.
10. Internet connections
11. Printers, scanners copiers.

INSTRUCTOR TRAVEL AND LODGING (Unit O&M)

AUTHORIZED

1. POV mileage for AFJROTC instructor travel to the designated Air Force support base, senior ROTC unit, closest ANG/AFRES base, Civil Air Patrol (CAP) unit, or other authorized location to pick up or turn in equipment, training aids, uniforms, textbooks, and other supplies in support of the AFJROTC program. In addition, instructors may file for POV mileage to support base for equipment custodian training; and for instructor or cadets to make community service presentations (e.g., Color Guard / Honor Guard) to local civic organizations or service clubs (e.g., Veterans of Foreign Wars, Chamber of Commerce, Lions Club, American Legion, etc.) or within local vicinity in direct support of the AFJROTC program.
2. The school mileage rate is used when calculating trip expense, not US Government mileage rates.
3. Cost of a rental vehicle and fuel to pick up uniforms or equipment.
4. Tolls and fuel costs.
5. Instructor lodging for CIA trips and Cadet Leadership Course (CLC). The cost of lodging payable or reimbursable by the AF will be capped at the current max lodging rate set by the DOD at the location of the lodging. Current lodging rates can be found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Note: Unit must verify with the vendor if they require a Credit Card Authorization form. If the vendor requires authorization form, it must be uploaded into wings with the vendor invoice and cadet roster. (Lodging, Transportation, and CIA Admissions)

NOT AUTHORIZED

1. Instructor travel to local/area organized "instructor meetings."
2. Oil

CADET TRANSPORTATION AND LODGING (UNIT O&M)**AUTHORIZED**

1. CIA trips must be in direct support of AFJROTC and support curricular and authorized Leadership Development Requirement activities. Authorization includes transportation and lodging of cadets to military and civilian educational facilities and functions/events such as: Aerospace industries, military, historical and science museums, NASA facilities, commercial airports, military bases, color guard performances, drill/fitness competitions, participating in parades, senior ROTC units, Civilian Marksmanship Program, rocketry, orienteering, ropes, obstacle course, Leadership Reaction Course (LRC), and community service events. Units are authorized to use OM funds for Airfare, Bus Tickets or Van rental to include Baggage fees for cadet transportation.
2. Units may spend a maximum of \$30.00 per cadet per day for lodging.
3. Any vendor where a unit is receiving a combination of MILPER and O&M chargeable services must provide a price breakout of each service on the receipt. While the vendor typically charges customers a single fee, AFJROTC units must obtain a receipt with lodging (O&M) and a meals (MILPER) breakout.
4. Attach MFR for both credit card and reimbursement request (located on page 180 of finance guide) and a cadet roster for all meals and lodging.

NOT AUTHORIZED

1. Chaperone, Teacher, Cadet Training Officers (CTOs) or Cadet Training Instructors (CTIs) that are not active cadets, or bus driver lodging and/or transportation.
2. Transportation and lodging in support of a paintball, canoe or white water rafting, skiing, bowling, movies, theme park activity, etc. EXAMPLE: Traveling to an amusement park as a demonstration of physics at work is NOT authorized.

ENTRANCE AND ADMISSION FEES (UNIT O&M)

Entrance fees can only be reimbursed for curriculum enhancing activities. The Holm Center/CC has delegated approval authority to the AFJROTC Director and the Holm Center/SDF.

Note: If your event or venue is not listed below as authorized and you need clarification,

contact your RD before going to the venue or requesting HQ credit card/reimbursement support. Holm Center WILL NOT reimburse or use HQ credit cards to cover ANY entrance/admission fees unless it meets the criteria below or your RD has pre-approved the entrance fee along with email documentation.

AUTHORIZED VENUES

Authorized venues include: military and civilian educational facilities and functions/events such as:

- Military, historical, and science museums
- IMAX presentations which are space or flight related

NOT AUTHORIZED FEES

Entrance fees for instructors, teachers, chaperones, bus drivers, etc., regardless of the venue. Venues where reimbursement will not be authorized include, but are not limited to:

- amusement parks
- paintball
- movie theaters
- sporting events
- No LDRs entrance or admission fees
- canoe trips

MILITARY PERSONNEL (MILPER)

These funds are used to cover cadet meals during authorized activities, purchasing certain uniform items, and the tailoring and alteration of uniforms. Uniforms are required to be cleaned by cadets prior to turn-in. If a cadet doesn't have his/her uniform cleaned, it can be an authorized expense.

CADET MEALS (MILPER)

AUTHORIZED

1. When cadets miss a meal for CIA trips, CLC activities, and other JROTC events, Units

can spend a maximum of \$20 per cadet, per day. For all meals, attach the required MFR (located on page 183 of finance guide) and Cadet Roster (located on page 184 of finance guide). If cadets are given money directly for meals, ensure the Cadet Roster also includes the amount of money they were given and have them sign verifying receipt of funds.

2. If food products to build a meal are purchased from a grocery store, a memo must be submitted with the reimbursement request explaining how the receipt represents a meal, which meal, and how many cadets were fed. Bottled water and Gatorade may be

reimbursed if the receipt clearly shows they were part of a meal.

3. If cadet meal is in conjunction with a combination of entrance fees and/or associated entertainment, the receipt must be itemized to include cadet meal costs.

*EXAMPLE: A \$210 receipt from Wal-Mart showing bottled water, meat, cheese, mayonnaise, bread, and chips accompanies a memo stating the receipt represents lunch for 10 cadets.

Since this receipt exceeds the \$20/cadet per day limitation, ONLY \$200 would be reimbursed to the unit.

NOT AUTHORIZED

1. Meals for military balls, dining-outs, dining- in, awards banquets, pizza parties, etc.
2. Meals for instructors, teachers, chaperones, Cadet Training Officers (CTOs) or Cadet Training Instructors (CTIs) that are not active cadets.
3. Snacks (including, but not limited, to milkshakes, cookies, sodas, etc. which are not clearly part of a meal)
4. Purchasing restaurant gift cards to pay for cadet meals
5. In-school meals i.e.; those meals served at the unit's home school, during normal school hours. (After school hours or on weekends, when cafeteria is closed In-school meals would be authorized, to accommodate missed meals during JROTC activity or function.)
6. Tips
7. Non-food items

UNIFORM ALTERATION AND MAINTENANCE (MILPER)

AUTHORIZED

1. Alterations on uniforms.
2. Sewing AFJROTC patches and/or unit patches on AFJROTC blue uniform and sewing AFJROTC tapes and name tapes, AFJROTC patch and unit patch on the ABU uniforms.
3. AFJROTC uniforms are required to be cleaned by cadets prior to turn-in. If a cadet doesn't have the blue uniform cleaned, it can be an authorized expense.
4. Cleaning of designated drill team and color guard items and uniforms.
5. Units may purchase corfam shoes/pumps for **Color Guard or Drill Team Members** only. (Units will order corfam shoes through FEDMALL) Replacement shoes/pumps may be purchased if a cadet who was issued a pair of shoes/pumps leaves the team or outgrows the shoes/pumps. **Note: this is for restricted use and is not intended for use across unit's entire cadet corps.**
6. Aeronautical silver wings, button clasps, button toggles, buttons, clutch fasteners, oak leaf

clusters and stars (bronze, silver, and gold), AFJROTC Distinguished Cadet Badge and other AFJROTC awards and ribbons not provided by the award sponsor or FEDMALL.

7. Plastic blue name tags for shirts/blouses, silver nametags for service dress, ABU name tape and "AFJROTC" tape for ABUs. Each cadet gets only two blue, one silver nametag (includes engraving) and if ABUs are issued to cadets, one name tape and one "AFJROTC" tape during their time in high school. The cost of any replacements must be borne by the cadet or unit.

8. Male and female belts, ribbon bars, ribbons racks and other authorized AFJROTC uniform items not available thru FEDMALL.

9. Any authorized uniform item not readily available through FEDMALL may be purchased from the unit's MILPER budget, to include blousing straps for ABUs.

(If unit has an existing backordered FEDMALL request, do not cancel the request as those funds are non-recoverable).

10. Units are authorized to purchase unit unique PT shorts, shirts/sweat shirts and sweat pants (color/school logo) from local vendors. Units cannot request HQ credit card or receive reimbursements for more than current FEDMALL cost of the items, or the costs as a combination set. Units are allowed to purchase one set each school year for all active cadets. Units may use either HQ credit card (highly preferred) to buy these items or file for reimbursement. Local purchase of PT uniforms will be paid out of the unit's MILPER funds. (Units can contact their RD to request a transfer of FEDMALL funds to MILPER).

11. Units are authorized to purchase position and team cords and berets.

NOT AUTHORIZED

1. Other uniform items to include, but not limited to, unit patches, wheel hats, maternity uniforms, color guard and drill team accessories.

2. ABUs are a wash and wear uniform. Dry cleaning or commercial laundry of ABUs is not an authorized expense.

3. DrillTeamUniforms or CLC clothing/gear.

CADET LEADERSHIP COURSE (CLC) ACTIVITIES (O&M and MILPER)

AUTHORIZED (when AF funds are available)

For CLC cadet transportation (CLC O&M), each unit individually requests reimbursement from HQ to transport their cadets to and from the CLC location and for any meals (CLC MILPER) enroute. Cadet lodging (CLC O&M) and cadet meals (CLC MILPER) at the CLC site will be reimbursed only to the host or sponsoring unit on behalf of all units participating in the CLC

Typically, HQ does not fully fund the cadet lodging (CLC O&M) and transportation (CLC O&M) requirement. Units may only use reimbursement or HQ credit card support to cover the lodging (CLC O&M), transportation (CLC O&M) and meal expenses (CLC MILPER) up to the amount approved by HQ. HQ will reject any request which exceeds the unit's CLC budget.

CLC funds are separate from the funds units are allocated for normal school year operations.

NOT AUTHORIZED

1. Specialized CLC clothing, CLC PT uniforms, CLC specific ABUs, awards/honorariums, entertainment, communication devices, athletic equipment or rental of equipment, usage charges, etc.
2. Instructor meals at CLC.
3. Bottled water is NOT authorized.

Note: Cadet meals are restricted to \$20 per cadet per day and Cadet lodging is restricted to a maximum of \$30 per cadet/per day.

COMMON ERRORS TO AVOID ON REIMBURSEMENT REQUESTS

Avoiding these errors will speed the processing of your reimbursement request. Unauthorized expenses will be discussed later in this instruction.

1. Not entering the request into WINGS. Requests received outside of WINGS will not be processed.
2. No WINGS-generated “Original Invoice.”
3. Reimbursement requests **cannot** cross fiscal years. Fiscal years run from 1 Oct – 30 Sep and represent different accounts of funds. If a unit has receipts for a period of service from 09/21 – 11/08, the correct action would be to submit two reimbursement requests, one covering the period 9/21 – 9/30, and another covering the period 10/1 – 11/08. Be meticulous in projecting your yearend spending to ensure any August and September expenses (i.e. alterations) are accounted for. Also, do not submit expenses incurred prior to 1 October as part of the next fiscal year’s expenses. You must be certain that you have money in both fiscal years to cover all expenses incurred.
4. Requesting reimbursement in the wrong category in WINGS and on the WINGS-generated “Original Invoice” will slow the process down. Please make sure you have entered the correct amount of Curriculum-in-Action (CIA) Transportation, Curriculum-in-Action (CIA) Lodging, Uniform Alterations, Cadet Meals, Other O&M Reimbursable Expenses, etc. into WINGS.
5. WINGS “Original Invoice” lacking two signatures. One signature must be an instructor and the other is a school official.
6. Missing or unreadable receipts. All transactions must have an associated receipt. All receipts must be readable. **All attachments must be in “.PDF” format.** No other format will be accepted.
7. Making multiple submissions for the same reimbursement. To avoid duplication, review

what you have already submitted for reimbursement before generating a new reimbursement request. If multiple payments occur, the process slows down to facilitate collection of the extra payments.

8. Reimbursement Memo **must** be provided for all trips and transportation.

9. Not Submitted Final. Printing the form does not create the reimbursement request in WINGS. Units must hit the "Submit" button or their request for reimbursement won't be entered into WINGS.

10. Receipts must be marked as a "MILPER" or "O&M." This will allow HQ to charge the correct account.

11. Not identifying the exact number of cadets who participated to determine if the unit stayed within the \$20 per cadet per day limit for meals or the \$30 per cadet limit for lodging. You must attach an "MFR" with the cadet roster.

12. No date of service on receipt

13. If receipt with zero balance is not available or a copy of the check; SASI or authorized 3rd party must stamp or write "Paid" on receipt. SASI or authorized 3rd party must include, date, person's name (Print and Signature). SASI or authorized 3rd party is certifying receipt was paid in full.

14. Submitting estimates, quotes, or purchase orders in lieu of a receipt marked 'paid'.

15. Submitting scanned documents in any format other than ".PDF" format.

16. Not listing the school mileage rate on reimbursement requests for instructor travel.

17. Submitting multiple events with one line number.

18. Not including a signature from the alteration business on the invoice stamped paid.

Example of Authorized Invoice

ORIGINAL INVOICE

Must be within current fiscal year.

Period of Service: 01 Apr 2017 - 13 May 2017

From Unit #: WV-941
Tax ID #: 55-6000339

INVOICE #: HCJ17-002075
Invoice Date: 9 Jun 2017
SDN #: F2XJA77160VMISV075

Attach this signed Original Invoice to payment request # 17-06076

CIA MEALS
CIA Transportation

398.27
153.13

Must Match Wings Request

TOTAL:

551.40

"AFJROTC Instructor: By submitting this reimbursement request in WINGS, you agree to monitor this reimbursement for processing status updates (in WINGS). IF this reimbursement request gets marked "Returned", you have 30 days to make corrections and resubmit. If you take no action to correct and resubmit within the 30 day window, the request will be cancelled and **you risk the funds not being available at a later date.** By submitting this reimbursement request, you agree to these terms."

SASI/ASI Signature

School Official Signature

Both signatures are required.



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

MEMORANDUM FOR REIMBURSEMENT

Current Date: _____

FROM: AFJROTC UNIT _____

School Name and Address: _____

SUBJECT: WINGS Request ID _____

1. The following information is submitted for reimbursement:

Date of Event: _____ Type of Event (Ex: CIA, CLC, CS, Drill Meet): _____

Name & location of the
event: _____

Detailed Description of the event:

Total number of cadets participating in the event (must attach cadet roster): _____

Meals (max \$20/day per cadet): # of Cadets _____, # of Days _____
Amt requested \$ _____

** (attach Funds Verification Sheet if applicable)

Cadet Lodging (max \$30/night per cadet): # of Cadets _____, # of Nights _____
Amt requested \$ _____

Instructor Lodging (capped by DoD): # of Instructors _____, # of Nights _____
Amt requested \$ _____

***Must include verifiable receipts, which includes the typed/printed full name, duty title, business/organization, date and signature of official certifying payment has been made before reimbursement request will be processed.

2. I certify that this request for reimbursement is true and correct to the best of my knowledge based on the current AFJROTC Operations Supplement, chapter 8, finance guide that is posted in WINGS published files.

Complete Signature Block
With name, address, and phone

Funds Verification Sheet

UNIT Number _____ Date of Event: _____ Current Date: _____

The following list identifies AFJROTC cadets who received money for meal(s) during the event to (FILL IN WHERE YOU WENT) .

| # | Print First/Last Name | Total Amount of Meals (1,2,3,) | Dollar Amount given to cadet | Cadet Signature |
|----|-----------------------|--------------------------------|------------------------------|-----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
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| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| 25 | | | | |

| | |
|--|----|
| Total amount of money provided to cadets for meals was | \$ |
|--|----|

Certification:
 I certify that the total amount of funds provided to cadets for meals in the amount of _____ is true and correct to the best of my knowledge.

**AFJROTC INSTRUCTOR SIGNATURE,
 NAME, RANK, UNIT**

Can be used as the Cadet Roster.

American Motorcoaches

4816 Lakes Edge Lane
Kissimmee, FL 34744

Tel: (407)855-1904 Fax: (321)234-0274

www.AmericanMotorcoaches.com

Eustis High School
Attention:
1300 E. Washington Avenue
Eustis, Florida 32726

INVOICE

7533

Invoice Date: 09/06/2017
Terms: Net 0
Due by: 10/06/2017

| Date | Vehicles | Vehicle Type | Service Type | Pax | Qty | Unit Price | PO Number | Amount |
|---|----------|------------------|---------------------------|-----|-----|------------|-----------|--------|
| 10/06/17 07:30AM | 1 | 57 Passenger Bus | 1 Day Charter - flat rate | 57 | | | | |
| Route: From: Eustis High School/ AFRITC 1300 E. Washington Avenue Eustis, Florida 32726 (352)357-4147 To: Kennedy Space Center Visitor's Complex SR 405 Kennedy Space Center, Florida 32899 (888)737-5235 To: Hdkm To: Depart back to school at 4:30 pm. ChargeType Name Description Quantity Unit Price Rate \$750.00 \$750.00 | | | | | | | | |



Total: \$750.00
Amount Paid: \$750.00
Amount Due: \$0.00

Figure 8.7 : Transportation Receipt

8P
151 Union Street
NEARBY ON 43805

WELCOME TO
FRIENDS FOOD MART
1368 N MAIN ST
MANSFIELD OHIO 44083
419-526-6175

11/04/2017 857522792
12:09:23 AM

TP30281832-861
N MAIN ST VALERO
1368 N MAIN ST
MANSFIELD OH 44088

DATE 11/03/17
TIME 9:48 PM
AUTH# 681814

VISA
ACCOUNT NUMBER
XXXX XXXX XXXX 3274
BRADLEY/MONROE A

PUMP PRODUCT PPG
86 UNLD \$2,659

GALLONS TOTAL
5.866 \$13.67

11/04/2017 857522792
12:09:23 AM

PUMP# 7
UNLEADED 28.166G
PRICE/GAL \$2.659

FUEL TOTAL \$ 53.62

CREDIT \$ 53.62

8P 8880 WHT
XXXXXXXXXXXX8885
Auth #: 517675
Merchant: 18528
Exp: 75649861
Exp Code: 888
Term ID: 88887
Store: 298835333
SITE ID: 5129592
154879

*****We cannot pay for aviation fuel.**

THANK YOU
HAVE A NICE DAY

You must include the schools Mileage rate.

These are non-zero balance receipts. You must mark this attachment "Received", "Paid in full", sign and date.

Figure 8.8 : Fuel Receipt



Dover AFB Aero Club

1360 Las Vegas St
 Dover AFB, DE 19902
 Comm: (302) 677-6365 DSN: 445-6365 FAX: (302) 677-6367

N^o 0000013696

Invoice Date: 17-Nov-2017
 Member ID: NickleJ
 Name: Nickle, Joseph F
 Aircraft Type: Cessna 172
 Aircraft Number: N2250E
 Flight Date: 17-Nov-2017
 Flight ID: 14165 Time: 2.9
 Chargeable Hrs: 2.9
 Instructor: _____ PIC Hours: _____
 Training (T1): 0.0 Instructional Solo
 Currency (T2): 0.0 Simulator Primary
 Recreation (T3): 2.9 IFR Advanced
 Sorties: 1 Mountain Multi-Engine
 PIC Hours: 2.9 Night Instrument
 X-Country Aerobatics
 Maintenance

| | Begin | End | Day | Night | Precision | Non-Precision |
|--------|---------|---------|-----|-------|-----------|---------------|
| Hobbs: | 3991.1 | 3994.0 | 5 | 0 | | |
| Tach: | 2108.20 | 2110.10 | 5 | 0 | 0 | 0 |

Aero Club Fuel: 12.3 gals. Oil: 0 qts. Other Fuel: 0 gals. Oil: 0 qts.

REMARKS: JrROTC Cadets - 5 flights

| Inventory ID | Description | Quantity | Price | Amount |
|--------------|-----------------------|----------|----------|----------|
| N2250E | Aircraft Rental (WET) | 2.9 | \$128.00 | \$371.20 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |

CASH Pre-Paid *All Claims And Returned Goods Must Be Accompanied By This Bill.* **Amount Due:** \$371.20
 CHECK On Account **Amount Paid:** \$371.20
 C/C **Balance Due:** \$0.00

Member's Signature: _____
I understand that I am responsible for payment in full for the total amount due.
 0000000 ACCOUNTING

Figure 8.9 : Orientation Flight Receipt

Line 12
 Pg 3 of 5

Line # 2 UA (Other) MILPER



800-206-4099

INVOICE

NTC119702

P.O. Box 1188 Charlotte, NC 28213
Phone: 800-206-4099 Fax: 770-761-6209
a subsidiary of The People Store, Inc.

Bill To: MARIAN R. COLLINS

Ship To: MARIAN COLLINS

NTC119702

8/26/2015

8/26/2015

12:21:05 PM

UPS 3 Day Select

1 Skin Silver USAF 884 Series Name Tag - Clutch Fastener, ALL CAPITAL LETTERS, Reader Design, 1 Text Line \$8.91 \$700.56

Subtotal: \$700.56

Shipping: \$81.70

Total: \$782.26

Amount Paid: \$334.10

Amount Due: \$448.16

PAID

mec 8/26/15

\$487.16

Note: Requesting \$487.16 reimbursement
Remaining MILPER Funds
Covering 55 X SILVER NAME TAGS

**Thank you for
Choosing First!**

**First Student
Charter Bus Rental**

First Student Charter Center
Phone# 855-870-8747

Morgan County Schools Bus Use Billing Form

INVOICE

| Location | Account | Invoice# | | | | |
|--|----------------------------|------------------|-------------|-------|-------|----------------|
| 22009 | 8478.82 | 8090000 | | | | |
| Order/Invoice Number | ROZ Bus Invt | Invoice date | | | | |
| SAN PEDRO HIGH | May 16 2015 | Order date | | | | |
| | | Pre-paid Charter | | | | |
| | | Page 1 of 2 | | | | |
| | | OR Mileage# | | | | |
| | | 1000027533 | | | | |
| | | | | | | |
| Description | Account | Order # | Invoice # | Rate | Qty | Amount |
| CHARTER 8009879 BUS: 1 | EVENT: 6414292 TORRANCE HS | | | | | |
| ORDERED BY: Debra Stoepler | | | | | | |
| PICKUP: San Pedro High School 1931 W. 19th St, San Pedro, CA, 90721, US | | | | | | |
| DROP OFF: Torrance High School 228 W. Carson St, Torrance, CA, 90501, US | | | | | | |
| 1 | Return Charter Bus | 12477-41420 | May 16 2015 | 1.135 | 87.75 | 99.75 |
| 2 | Return Charter Bus | 12477-41420 | May 16 2015 | 1.000 | 86.25 | 86.25 |
| TOTAL FOR CHARTER | | | | | | 8478.82 |
| 8009879: | | | | | | |

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT. KEEP UPPER PORTION FOR YOUR RECORDS.

Please make check or money order payable to First Student Inc. and return your payment to the address provided.

LOCATION NUMBER: 22009
 CUSTOMER NUMBER: 234430
 INVOICE NUMBER: 9090905
 INVOICE TOTAL: \$478.82

22157 Network Place
 CHICAGO, IL 60673-1221

0000022009000023443000050668400000478.82

School of origin (please check): PS ES MS HS AEP

Driver name: Hoyt Smith

Event: Rota (SL5 2015)

Destination: Macon, Ga (SL5) Macou County

Date: 6/15/15

End Mileage: 55589

Start Mileage: 55434

Total Mileage: 135 x \$.65/mi = 87.75 - 86.25

Booking fee: \$5

Total: \$92.75

Verifying that mileages shown are correct:

Driver print: Hoyt Smith

Dispatcher: Hoyt Smith

Witness print: [Signature]

Witness print: [Signature]

Note:
 \$49/mi goes to budget for 60 Energy
 \$20/mi goes to budget for 10 Air Masses
 \$5 booking fee goes to budget for 10 Safety Driver

PAID
 Total: \$179.00
 Check # 43430
 on 6/24/15



O&M Lodging

DAYS INN & SUITES HUNTSVILLE

3141 UNIVERSITY DRIVE NW
HUNTSVILLE, AL 35816 US
Phone: (256)533-0756
Fax: (256)539-5414
Email: daysinnhsv@gmail.com
Printed: 11/18/2017 7:13:47 AM

Folio (Detailed)

| | | | |
|------------|---|----------------------|----------------------|
| Name: | FIELD TRIP, AFJ ROTC | Confirmation Number: | 18811558 |
| | | Account Number: | 724-476917 |
| Address: | 210 TUSCULUM BLVD GREENEVILLE, TN 37745 US | | |
| Room: | 208 | Room Type: | NDD1, 2 DOUBLES/NSMK |
| Rate Plan: | RACK | Daily Rate: | \$75.45 + \$0.00 Tax |
| Arrival: | 11/17/2017 (Fri) | Departure: | 11/18/2017 (Sat) |
| | | Nights: | 1 |
| | | Guests: | 4/0 |
| | | GTD: | VI - VISA |
| | | | XXXX XXXX XXXX 8437 |

Room Rate:
11/17/2017 (Fri) - 11/17/2017 (Fri) \$75.45 + \$0.00 Tax per night.

19

| Date | Code | Description | Amount | Balance |
|------------|---------------------|--|------------|----------|
| 11/17/2017 | RM | ROOM CHARGE [746-217277:214] <i>STUDENT</i> | \$75.45 | \$75.45 |
| 11/17/2017 | RM | ROOM CHARGE [355-994111:216] <i>STUDENT</i> | \$75.45 | \$150.90 |
| 11/17/2017 | RM | ROOM CHARGE [918-122713:261] <i>STUDENT</i> | \$75.45 | \$226.35 |
| 11/17/2017 | RM | ROOM CHARGE [701-013019:267] <i>STUDENT</i> | \$75.45 | \$301.80 |
| 11/17/2017 | RM | ROOM CHARGE [933-150287:263] <i>STUDENT</i> | \$75.45 | \$377.25 |
| 11/17/2017 | RM | ROOM CHARGE [294-073709:265] <i>STUDENT</i> | \$75.45 | \$452.70 |
| 11/17/2017 | RM | ROOM CHARGE [137-187747:222] <i>STUDENT</i> | \$75.45 | \$528.15 |
| 11/17/2017 | RM | ROOM CHARGE [527-269294:212] <i>STUDENT</i> | \$75.45 | \$603.60 |
| 11/17/2017 | RM | ROOM CHARGE [068-913081:210] <i>STUDENT</i> | \$75.45 | \$679.05 |
| 11/17/2017 | RM | ROOM CHARGE <i>STUDENT</i> | \$75.45 | \$754.50 |
| 11/17/2017 | RM | ROOM CHARGE [959-387064:206] <i>Instructor</i> | \$75.45 | \$829.95 |
| 11/17/2017 | RM <i>no refund</i> | ROOM CHARGE [490-145553:218] <i>Chaperone</i> | \$75.45 | \$905.40 |
| 11/17/2017 | RM <i>no refund</i> | ROOM CHARGE [381-195191:204] <i>Bus driver</i> | \$75.45 | \$980.85 |
| 11/18/2017 | VI | VISA (8437) <i>O&M 829.95</i> | (\$980.85) | \$0.00 |

Summary

| Room | Tax | F&B | Other | CC | Cash | DB |
|----------|--------|--------|--------|------------|--------|--------|
| \$980.85 | \$0.00 | \$0.00 | \$0.00 | (\$980.85) | \$0.00 | \$0.00 |

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. Points can be redeemed for free nights, gift cards, merchandise and more. If you're not already a member, join at the front desk, visit us at www.wyndhamrewards.com or call 1-866-WYN-RVDS.

Cadet max is \$30 per night.
 Instructors must consult DTMO website for current per diem rates.

17.9.1
M2008

Check# 43036
Account # 119
Account # 3
Description
MORGAN COUNTY HIGH
Date: 02/10/2015
Amount \$32.00
Invoice #
P.O. # 043036

Pay To: SANDY REYNOLDS

Total: \$32.00

Dec 3, 14
Sandy Reynolds
Home 1021 Hedge St. Madison, GA

| Qty | Unit | Amount | Part |
|-----|----------|--------|------|
| 1 | pp pants | | |
| 1 | id va | 32.00 | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | shirts | | |
| 8 | Sanding | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |
| 21 | | | |
| 22 | | | |
| 23 | | | |
| 24 | | | |
| 25 | | | |
| 26 | | | |
| 27 | | | |
| 28 | | | |
| 29 | | | |
| 30 | | | |

PAID

Check # 43036

2/10/15
\$32.00

REY
MORGAN
COUNTY

1 of 3

\$110.00
Total

STATEMENT

ProCare Cleaners
 1412 Eaton Road Ste 100
 Madison, GA 30650 (708) 342-0840

MORGAN CO HIGH, JROTC

, 0

| Previous Balance | Statement Period | Term | Amount Due |
|------------------|---------------------|----------------|------------|
| \$25.00 | 04/01/15 - 07/30/15 | Due on receipt | \$1,415.00 |

Invoices

| Category | Invoice | Pieces | Drop Date | Pickup Date | Amount | |
|----------|---------|--------|-----------|-------------|----------|------------|
| D | 51272-1 | 140 | 06/14/15 | | \$350.00 | |
| D | 51371-1 | 2 | 06/14/15 | | \$5.00 | |
| D | 38160-1 | 81 | 07/20/15 | | \$162.50 | |
| D | 58198-1 | 411 | 07/21/15 | | \$882.50 | |
| Total: | | | | | 4 | \$1,390.00 |

Payments

| Issued Date | Payment Type | Ref Number | Total Paid |
|-------------|--------------|------------|------------|
| Total: | | | 0 |

PAID
 11390.00
 8/5/15
 Check # 493968
[Signature]
 MORGAN COUNTY
 JROTC

4 of 9 (9)

MARTINSBURG HIGH SCHOOL GENERAL FUND
 701 S. QUEEN ST. MARTINSBURG, WV 25401 TAX ID #55-6000297 (304) 267-3530

CHECK NO. **3948**

| DESCRIPTION | PURCHASE ORDER NUMBER | INVOICE NUMBER | ACCOUNT NUMBER | AMOUNT |
|--------------------------|-----------------------|----------------|--------------------|------------|
| see attached requisition | 180313 | | 1010.000 Air Force | \$142.65 |
| DATE | | | | 11/30/2017 |
| AMOUNT | | | | \$142.65 |
| CHECK NUMBER | | | | 3948 |

MARTINSBURG HIGH SCHOOL
 GENERAL FUND
 701 S. QUEEN ST. MARTINSBURG, WV 25401
 TAX ID #55-6000297 (304) 267-3530

UNITED BANK
 MARTINSBURG, WV 25401

69-039/519 CHECK NO. **3948**

| DATE | AMOUNT |
|------------|--|
| 11/30/2017 | Exactly One Hundred Forty-Two Dollars and Sixty-Five Cents |
| | \$142.65 |

PAY TO THE ORDER OF
 Martinsburg Cleaners
 742 N. Foxcroft Avenue
 Martinsburg, WV 25401

[Signature]
[Signature]

Figure 8.13 : Cleaning Receipt 1 (Proof of Payment)



EXCHANGE

NON-SAT 0000-2000
SUNDAY 1000-1830
STORE MANAGER: CASTER H-DRES

SPORTING GOODS

10W FITNESS HAT 73189593447 19.99

TOTAL \$79.96

MASTERCARD \$79.96

XXXXXXXXXXXX2418

EXPIRY: 06/01 SUPR BANK

AUTH# 089232

STAR 2107

ITEMS 4

08/23/2015 16:15 6221 02 000144 5269



5025039150823522100*

THE EXCHANGE UNLOCKS YOUR OPTIONS



Save money. Live better.

(737) 545 - 1566

MANAGER MICHAEL DAN EK LARK

4353 S. MELLIS AVE

LEAS TERMS: 06/2015

08/23/15 18:15:44

CHARGE DUE 5.00

ITEMS SOLD 13

ACCOUNT # 063272

EXPIRY: 06/01 SUPR BANK

AUTH# 089232

STAR 2107



128 3566 7537 0751 219 4998 8

Scan with Walmart app



Save money. Live better.

(702) 450 - 9498

MANAGER JAMES EVANS

201 W. WELLS BLVD

LEAS TERMS: 06/2015

08/23/15 19:00:40

CHARGE DUE 0.00

ITEMS SOLD 4

ACCOUNT # 063272

EXPIRY: 06/01 SUPR BANK

AUTH# 089232

STAR 2107



128 6130 5026 4977 1976 0011

Scan with Walmart app





SCOTT MILITARY CLOTHING
618-256-2131
0900-1800 MON-FRI
1000-1700 SATURDAY
CLOSED SUNDAY

MILITARY
NAMETAG AF METAL 1 LINE 8.00
61276411836
NAMETAG AF METAL 1 LINE 8.00
61276411836
NAMETAG AF PLASTIC 1 3.00
02766448906

TOTAL ~~\$19.00~~
DEBIT CARD \$19.00
XXXXXXXXXXXX3265
EXPIRY: XX/XX CHIP READ BANK
AUTH# 672749
SEQ# 20619

Verified By PIN

AL: US Debit
Mode: ISSUER
AID: A0000000980840
TVR: 8080048000
IAD: 06010A03608C00
TSI: 6800
ARC: 00

ITEMS 3
11/28/2017 15:04 5038 02 000132 7369

Non Zero Balance
Receipt is itemized
Items marked as Received and Paid in Full
Receipt is signed

MILPER FUNDING

- Items Received -
Paid

11/28/17

Michael B Katka

MICHAEL B. KATKA, Col (Ret), USAF
MO-851 SASI
314-776-5300

Figure 8.11 : Non Zero Balance Receipt

JROTC ExChange

12647 Everston Rd
 San Diego, CA 92128
 858.748.1079
 jrotex@yahoo.com

Invoice

| | | |
|------------|-----------|-----------|
| Fax # | Date | Invoice # |
| 8314606535 | 11/7/2017 | 60126 |

PAID
 11/25/2017

| | |
|---|---|
| Ship to AFJROTC SENIOR INSTRUCTOR CA-933 TEMECULA VALLEY HIGH SCHOOL 31555 RANCHO VISTA RD TEMECULA, CA 92592 | Bill to AFJROTC SENIOR INSTRUCTOR CA-933 TEMECULA VALLEY HIGH SCHOOL 31555 RANCHO VISTA RD TEMECULA, CA 92592 |
|---|---|

| | | | | |
|-------------|--------|----------|-----------|---------|
| P.O. Number | Terms | Locat... | Ship | ORDER # |
| | Net 30 | A | 11/7/2017 | |

| Quantity | Item Code | Description | Price Each | Amount |
|----------|------------------|--|------------|--------|
| 1 | BLU AF/WHT - 5/8 | AF BLUE/WHT, SATIN, BEVEL, CLUTCH. AF REGULATION - 5/8 X 3 3/16" | 1.35 | 1.35T |
| 3 | METAL AF | METAL, BRUSHED NICKEL, AIR FORCE DRESS COAT STANDARD - 3/4 X 3" | 6.00 | 18.00T |
| | USPS 1ST CLASS | USPS 1ST CLASS | 6.50 | 6.50 |
| | | GOVT SALES | 0.00% | 0.00 |

All items received

| | | |
|---|-------------------------|----------|
| MAKE CHECKS PAYABLE TO "JROTC EXCHANGE" | Total | \$25.85 |
| MAKE ALL CHECKS AND MONEY ORDERS PAYABLE TO: JROTC EXCHANGE, PO BOX 5285, AIKEN, SC 29804-5285 | Payments/Credits | -\$25.85 |
| | Balance Due | \$0.00 |

Figure 8.10 : Zero Balance Receipt

Sample screenshot for reimbursement line items: each receipt or group of receipts for same service/purchase should be loaded as separate/individual line items. See two samples below.

Sample1

Service Date **11/18/2011** Line **6** -

Description

*Tracking Cat Requested Amt Amt Paid

Service Date **01/24/2012** Line **7** -

Description

*Tracking Cat Requested Amt Amt Paid

[Add Attachment](#)

| Attached File | Description | View | Attached by | Last Update Date/Time | |
|--------------------------------------|-------------|----------------------|------------------------------|-----------------------|---|
| Nametags_Recpt.jpg | Line #2 | View | SMSgt Purvis, Darrell GA-051 | 12/06/11 7:27:01AM | - |
| Uniform_Alterations_Patches_1022.jpg | Line #3 | View | SMSgt Purvis, Darrell GA-051 | 12/06/11 7:28:17AM | - |
| Ticket_9789.jpg | Line #6 | View | SMSgt Purvis, Darrell GA-051 | 12/06/11 7:34:26AM | - |
| Ticket_8440_and_9134.jpg | Line #4 | View | SMSgt Purvis, Darrell GA-051 | 12/06/11 7:30:14AM | - |
| Ticket_1178.jpg | Line #5 | View | SMSgt Purvis, Darrell GA-051 | 12/06/11 7:32:51AM | - |
| Postage__1.jpg | Line #1 | View | SMSgt Purvis, Darrell GA-051 | 12/06/11 7:20:20AM | - |
| Nametags_Recpt__2.jpg | Line #7 | View | SMSgt Purvis, Darrell GA-051 | 01/31/12 9:48:26AM | - |
| Invoice_HCJ12-0006810001.jpg | | View | SMSgt Purvis, Darrell GA-051 | 02/21/12 12:31:27PM | - |

Service Date: 02/23/2013 Line: 6

Description: Batteries for Video Camera

*Tracking Cat: Other O&M Requested Amt: 14.39 Amt Paid: 14.39

Service Date: 03/04/2013 Line: 7

Description: Cadet Uniform Alterations #4

*Tracking Cat: UA (Alterations) Requested Amt: 28.00 Amt Paid: 28.00

[Add Attachment](#)

| Attached File | Description | View | Attached by | Last Update Date/Time |
|----------------------------------|-------------|----------------------|------------------------------|-----------------------|
| Cadet_Uniform_Alterations__2.pdf | Line #4 | View | Maj Dantzler, Solomon NC-933 | 03/15/13 3:33:56PM |
| Cadet_Name_Tags.pdf | Line #3 | View | Maj Dantzler, Solomon NC-933 | 03/15/13 3:30:51PM |
| Cadet_Uniform_Alterations.pdf | Line #1 | View | Maj Dantzler, Solomon NC-933 | 03/15/13 3:23:47PM |
| Video_Camera_Batteries.pdf | Line #6 | View | Maj Dantzler, Solomon NC-933 | 03/15/13 3:37:37PM |
| Cadet_Uniform_Alterations__3.pdf | Line #5 | View | Maj Dantzler, Solomon NC-933 | 03/15/13 3:35:26PM |
| Cadet_Uniform_Alterations__4.pdf | Line #7 | View | Maj Dantzler, Solomon NC-933 | 03/15/13 3:38:59PM |
| Christmas_Parade.pdf | Line #2 | View | Maj Dantzler, Solomon NC-933 | 03/15/13 3:28:56PM |
| Original_Invoice.pdf | | View | Maj Dantzler, Solomon NC-933 | 03/21/13 10:00:55AM |

Sample2