

COLORADO WING CHECK REQUEST FOR UNITS BELOW WING LEVEL

DATE OF REQUEST: <u>26 SEP 09</u>	DATE NEEDED BY: ^{ASAP} <u>06 OCT 09</u>
UNIT NAME: <u>Air Academy Cadet Squadron</u>	CHARTER NUMBER: <u>RMR-CO- 159</u>
ISSUE CHECK TO NAME OR COMPANY: <u>STEFANIE HUDGINS</u>	
STREET ADDRESS: <u>306 E CACHE LA POUVRE</u>	
CITY, STATE ZIP: <u>COLORADO SPRINGS, CO 80903</u>	
EMAIL ADDRESS: <u>STEFANIEHUDGINS@GMAIL.COM</u>	
PHONE: <u>(719) 482-6574</u>	

ITEMIZED EXPENSES

LINE	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1	REFUND OF ERRONEOUS PAYMENT	9302000	20 ⁰⁰
2	_____		
3	_____		
4	_____		
5	_____		
6	_____		
7	_____		
8	_____		
9	_____		
10	_____		
TOTAL AMOUNT OF CHECK			20 ⁰⁰

REMARKS

A PARENT MISTAKENLY INCLUDED \$20 IN A CHECK TO AACCS THAT SHE ACTUALLY OWED TO STEFANIE HUDGINS DIRECTLY FOR AN ITEM SHE SOLD SEPARATE FROM CAP. WE'VE BEEN UNABLE TO CONTACT THE PARENT TO GET A NEW CHECK ISSUED, SO ARE HAVING TO TREAT THE TRANSACTION AS AN IN-AND-OUT MISC ONE. NOT IDEAL, BUT THE BEST WE CAN DO.

UNIT FINANCE COMMITTEE

IF CHECK AMOUNT IS \$200.00 OR MORE, DATE APPROVAL RECORDED IN FINANCE COMMITTEE MINUTES?		N/A
REQUIRED APPROVAL	SIGNATURE	DATE
UNIT COMMANDER'S APPROVAL	<i>Tom Eggers</i>	9 NOV 09
UNIT FINANCE COMMITTEE MEMBER APPROVAL	<i>[Signature]</i>	26 SEP 09