

### Foreword

Chapter 8 of this Operational Supplement (Ops Supp) describes authorized purchases AFJROTC instructors may make utilizing a reimbursement process directly to the school/district or purchasing items directly from vendors using the Government Purchase Card (GPC) and the Government Travel Card (GTC). This Chapter 8 will provide step-by-step guidance on how to process WINGS purchase requests using reimbursements and the GPC & GTC.

Reference WINGS Published Files, Resource and Budget folder for more information.

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## Guidance

Holm Center Instruction 65-103, this Operations Supplement, and supplemental reference materials in WINGS outline the reimbursement process units must follow for authorized expenses, or for requesting HQ AFJROTC credit card support using either the Government Purchase Card (GPC) or Government Travel Card (GTC). In all cases, units must stay within their allotted budget. The financial support units receive can only be utilized during the same Fiscal Year (FY) the funding is given.

The list of authorized and unauthorized reimbursable items in Holm Center Instruction 65-103 and this Operations Supplement is not all-inclusive. It is provided as a guide to help units correctly interpret and implement Department of Defense (DoD) financial regulatory guidance. Understand your options prior to committing unit or district funds. Also understand that any item procured with Air Force funds, or locally purchased and later reimbursed with Air Force funding becomes Air Force property and must be marked “Air Force Property” and be included in the unit’s inventory. If you have additional questions concerning a specific expense, contact HQ Logistics ([jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu)) for further guidance before incurring the expense. Failure to follow these instructions will delay the purchase process.

### 8.1. Unit Funding

**8.1.1. Fiscal Year Allotment of Funds.** After a unit submits their Program Status Report (PSR), the unit will receive fiscal year financial support based on the number of active enrolled cadets reported. This support is shown and monitored via WINGS Financials and executed through either reimbursement or pre-approved credit card payment. Each unit will have a separate allocation of three types of funds: Operation and Maintenance (O&M) funds, Military Personnel (MILPER) funds, and FedMall funds.

**8.1.1.1. Operation and Maintenance (O&M)** funds cover the cost of operating and maintaining the AFJROTC unit. It covers expenses like transportation, cadet entrance fees, cadet lodging, select certifications and unit equipment. See Tables 2 through 5 for authorized and unauthorized items.

**8.1.1.2. Military Personnel (MILPER)** funds cover cadet costs for cadet meals and authorized uniform items not otherwise available via FedMall or other authorized contractors and/or vendors.

**8.1.1.3. FedMall** funds cover cadet uniform items/accessories and specialty items only available within the WINGS Logistics module. These items are available through the Defense Logistics Agency (DLA), which is the mandatory source. Order through DLA first. If the item is no longer supported by DLA, units may use a commercial source using MILPER funds, but only with approval from HQ Logistics ([jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu)). If a DLA item is on backorder status with excessive timeframe or an order is lost, contact HQ Logistics for funding reimbursement and authorization to use a commercial source. Chapter 7 Operational Supplement, Uniform and Awards provides policy and guidance for cadet uniform wear. In addition, only awards and decorations listed the Chapter 7, Ops Sup may be purchased using Air Force funds.

**8.1.2. Utilizing Unit Funding.** Effective 1 October 2023, the process of submitting a reimbursement request will only be utilized for exceptional spending cases, some of which may require HQ pre-approval before a request is made (See paragraph 8.4.). The primary means for units to access allotted unit funding is via the pre-authorized HQ credit card (GPC or GTC) process for spending unit O&M and MILPER funds. The GTC will be utilized for pre-approved meals, transportation, and lodging. The GPC will be used for GSA Global Supply or GSA Advantage purchases first, then other pre-approved purchases using authorized contractors and/or vendors. Finally, units will purchase uniform items and other items using FedMall funds via the WINGS Logistics ordering system.

**8.1.3. Mandatory .EDU Email Communication:** Positive control of information related to government expenditures, or the processes therein is necessary. Therefore, use of the AFJROTC assigned email addresses (.edu domain) to communicate with HQ AFJROTC regarding credit card and/or reimbursement processes, purchases, transactions, questions, or other related inquiries is now mandatory. Emails originating from a non .edu account will not be answered, as HQ AFJROTC cannot verify the authenticity of the originator.

**8.1.4. Need more funds?** A unit may request additional/available O&M and MILPER funding from their Regional Director (RD) with proper justification. Along with justification, the RD will need the unit number, type funds requested

(O&M or MILPER), amount requested, and what will be purchased. If the RD has funds to assist the unit and approves the request for more funds, the RD may transfer an amount to the unit's account in WINGS.

**8.1.5. Transfer of Funds.** Because MILPER and FedMall funds are similar, units can request transfer amounts from their Regional Directors, who can transfer from MILPER to FEDMALL, and vice versa. O&M cannot be transferred to MILPER or FedMall, and MILPER/FedMall cannot be transferred to O&M. Units may request a transfer by contacting the RD with the unit number, amount to transfer, and where to transfer to/from (MILPER to FedMall, or vice versa).

## **8.2. Holm Center and HQ AFJROTC Suspense Dates**

**8.2.1. 15 June – Last day to submit O&M HQ credit card requests (and exceptional reimbursement requests).** See paragraph 8.4. for reimbursement instructions and paragraph 8.3. for HQ credit card requests instructions. Units must have 100% of their O&M funds in “Submitted to HQ” status in WINGS. If using a reimbursement request, the request must be complete, to include all paid receipts, a current/completed Memo for Reimbursement (MFR) to include applicable cadet rosters, and a signed WINGS generated invoice. If using the HQ credit card, all required documents/invoices must be attached. If any unit submits a request that is empty of the required paperwork, the funds will be lost. All remaining, non-submitted 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 the funds protected. Direct all questions for O&M reimbursements to Holm Center Finance at [jrotc.reimbursements@au.af.edu](mailto:jrotc.reimbursements@au.af.edu). Direct all questions for HQ credit card requests to HQ Logistics at [jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu).

**8.2.2. 25 July - Last day to submit CLC funding requests.** HQ Support will contact all units with instructions concerning Cadet Leadership Course (CLC) planning and funding. Follow HQ Support instructions in the Chapter 6 Operational Supplement to ensure funding is planned. Per these instructions, units will be required to contact HQ Support for hosting or attending funding requests. Units must pre-plan to ensure funding is requested prior to executing the CLC. Once the CLC is complete, units will need to submit requests with completed/signed receipts for a funded CLC. Units will be held to this suspense to submit for reimbursements. Also, units must pre-plan the need for signed receipts as this is a hard suspense. All remaining CLC funds will be pulled on 26 July. Direct all questions for CLC funding to HQ Support at [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu). Direct all questions for credit card requests to HQ Logistics at [jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu).

**8.2.3. 15 August - Last day to submit MILPER credit card requests.** See paragraph 8.3. and Table 1 for credit card requests instructions. Direct all questions for credit card requests to HQ Logistics at [jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu).

**8.2.4. 15 September - Last day to order via FedMall.** All unused FedMall funds will be pulled on 16 September. Direct all questions for FedMall funding to HQ Logistics at [jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu).

**8.2.5. 15 September - Last day to submit MILPER reimbursement requests (exceptional cases only).** Requests must be in “Submitted” status in WINGS with an attached signed/paid receipt. All unused MILPER will be pulled on 16 September. Direct all questions for MILPER reimbursement requests to Holm Center/SDFA, [jrotc.reimbursements@au.af.edu](mailto:jrotc.reimbursements@au.af.edu).

**8.2.6. 16 September -** If any FedMall fallout funds are available, they will be re-distributed to units. See paragraph 8.1.2. These funds MUST be spent NLT 25 September.

## **8.3. HQ Credit Card (GPC & GTC) Purchase Instructions:**

**8.3.1. Purchase Restrictions.** The use of unit funds will be restricted to three primary purposes:

**8.3.1.1.** Paying for expenses to take CIA field trips, such as transportation, lodging, meals, and entry fees.

**8.3.1.2.** Obtaining mandatory cadet uniform items (and mandatory accouterments). These purchases must be limited to uniforms items listed as “Minimum/Mandatory Issue” in AFJROTCI 36-2010, Table 4.2. Alterations and dry cleaning of those mandatory items will be included. Additionally, unit funds may be used to obtain Air Force Physical Training (PT) Gear through FedMall.

**NOTE:** Unit funds are no longer approved for any unit-specific items or “local purchase” PT Gear or unit patches.

**8.3.1.3.** Obtaining consumable administrative supplies, such as paper, printer ink, and pens.

**8.3.2. Pre-Authorized Use.** The HQ AFJROTC credit card is for pre-authorized use only. At no time will the credit cards be used to pay for supplies/services after the fact. Units will be responsible for any funds expended without preapproval from HQ. There are certain restrictions when using the HQ AFJROTC GPC depending on the items/services being purchased. **The minimum amount a unit can request goods and/or services is \$20.00 from a single vendor.** Multiple vendors cannot be included in a single GSA request. It will require multiple requests. The combined maximum amount a unit can request for services (i.e., dry cleaning and alterations) for the entire federal fiscal year is \$2,500.00, with no exceptions. The maximum amount for items (i.e., ribbon racks, boots, and/or GSA Orders) for a single purchase request is \$5,000.00. Contact HQ Support ([jrotc.jrs@au.af.edu](mailto:jrotc.jrs@au.af.edu)) if you need to go over the \$5,000.00 threshold with proper justification for approval before submitting your request. Purchases of consumable administrative/office supplies are restricted to GSA Global Supply or GSA Advantage ONLY and must meet FSSI/Ability One requirements. Specialty items will be verified and approved by HQ Support to ensure all purchases made meet contracting and finance guidelines/requirements.

**8.3.3. Unauthorized Split Requests.** Your request will be canceled if the amount is greater than the maximum amount allowed or is split into different requests. A split request means submitting a partial order to stay under the maximum limit, then submitting a secondary request for the exact same item. This is an example of circumventing the maximum limit, which is unauthorized for a credit card request. For example, placing an order on 1 October for 100 sets of ribbons and then placing an order for 50 more sets of ribbons on 1 November (the unit is requesting 150 sets of ribbons and they have split the order into two requests).

**8.3.4. Tax Exemption.** All Credit Card requests are TAX EXEMPT and all invoices with taxes will be returned for the unit to render an appropriate invoice with ZERO taxes. The HQ AFJROTC tax exempt number is **931175536** and the official memo can be found in WINGS / Published Files. Instructors must upload all signed and dated "Paid Receipts" (with zero balance) for GPC or GTC requests immediately upon receipt of received items or services. If the paid receipt is NOT uploaded within 5 days, future ability to spend unit funds will be suspended until missing paid receipts are uploaded.

**NOTE:** For GSA requests, the unit has 5 days to identify all items that have been received.

**8.3.5. Form 889.** Prior to submitting a GPC (not GTC) request to HQ AFJROTC, a “Covered Telecommunications Equipment or Services-Representation” commonly known as Form 889 must be obtained from every vendor on the request. The form is good for one year from date of signature. For HQ AFJROTC to be able to do business with the requested company, the Form 889 must be attached to each request. If no Form 889 is attached, the request will be returned to the unit for correction. This document is for the vendor to represent whether they will, or will not, provide covered telecommunications equipment or services to the government as listed under "procedures" on the form. Additionally, the vendor must represent whether they do, or do not, use covered telecommunications equipment or services, or use any equipment, system, or services as listed under "procedures" on the form. Finally, the vendor's name should be listed on the merchant/business name line and an authorized company representative must print, sign, and date the next line. Once completed and signed, submit Form 889 with your GPC request. Find the form in WINGS Published Files under the “AFJROTC Forms” folder.

**8.3.6. Credit Card Purchase Rules.** The following rules apply:

**8.3.6.1.** Instructors must ensure the vendor is able to accept and process a credit card transaction utilizing an authorized payment processing system. If a vendor does not accept credit card payment, the credit card process cannot be used, meaning the unit and/or school will be responsible for funding with no reimbursement from the Air Force. AFJROTC instructors cannot commit the Air Force to any unauthorized funding or spending.

**8.3.6.2. Unauthorized Payment Processing Software:** PayPal, Square, CashApp, Zelle, eBay, or any similar type of software are unauthorized for use. Instructors will need to verify the payment processing software used before purchase. Any vendor found to be using this software after the fact will not be used again. The unit is responsible for finding new vendors with authorized payment processing software.

**8.3.6.3.** The vendor cannot charge the HQ credit card until all goods and services have been received or shipped. The HQ credit card holder will contact the vendor directly for payment. HQ will not reimburse another source for paying the vendor. Direct all questions for credit card requests to HQ Logistics at [jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu).

**8.3.6.4.** HQ AFJROTC Chapter 7: Uniform and Awards, Operational Supplement provides policy and guidance for cadet uniform wear. Units must utilize FedMall to purchase cadet uniform items. The Defense Logistics Agency (DLA) is the mandatory source utilized in FedMall.

**8.3.6.4.1.** Units must receive HQ AFJROTC/JRS approval prior to using outside sources/vendors other than FedMall. If an item is no longer supported by DLA and unavailable in FedMall, units can use commercial sources using MILPER funds. Units must utilize WINGS for LDR items.

**8.3.6.4.2.** If a DLA/FedMall item is on backorder status for an excessive amount of time, shows “processing” or not received after 30 to 45 days, units should check the status of the order contact DLA via email or phone. Instructions to check the status of a FedMall order is located in WINGS Published Files under the Logistics folder.

**8.3.6.5.** Each credit card request will be limited to one vendor per request. There can be multiple line items but only one vendor on each request.

**8.3.6.6.** Once a request is submitted, the instructor should monitor the request daily in case it is returned. The instructor must check their unforwarded .edu email, as any notification will be sent to that email account.

**8.3.6.7.** Units will upload paid receipts to the request within five workdays after credit card payment is made. This completes the transaction and is critical to the process. Failure to upload paid receipts may result in the unit’s account disabled and spending suspended until the request is completed. Any new requests will be automatically cancelled.

**8.3.6.8.** If incorrectly submitted, the request will be returned for corrections. If the request is returned, instructors will immediately contact HQ Logistics to verify what is incorrect and fix the request exactly as instructed to expedite the request to completion.

**NOTE:** Failure to correct identified deficiencies within 30 days from when the request was returned will result in the request being cancelled.

**8.3.6.9.** Once resubmitted, instructors will follow up on the returned request to include contacting HQ Logistics to ensure the submission is correct and does not cause a second return. Returned credit card request not corrected and resubmitted within 7 calendar days will be cancelled.

**8.3.6.10.** Instructors should contact HQ Support for any credit card purchase exception considerations. Exceptions will require HQ AFJROTC approval prior to any purchase transaction by the unit.

**8.3.6.11.** For fewer than four cadets of the same gender attending a national-level competition (as defined in National Competitions Calendar) found in WINGS published files JROTC-AFJROTC LDRs, units may request up to the DoD JTR maximum lodging rate for that location. This does not apply to cadet meals.

**8.3.7. Common Credit Cards Request Errors.** The following are common errors found with credit card requests:

**8.3.7.1.** Units do not upload “Itemized Invoices” and/or zero balanced receipts.

**8.3.7.2.** Units do not upload a Covered Telecommunications Equipment or Services-Representation, commonly known as Form 889, with the request.

**8.3.7.3.** Units create additional requests, instead of clicking on the + sign and adding a new line with the same request.

**8.3.7.4.** Units save a password in the “Parked Cart” within GSA Global Supply. For security, never save a password.

**8.3.7.5.** When submitting a request for meals, lodging, and entry fee/admission, units failed to include the invoice, a cadet

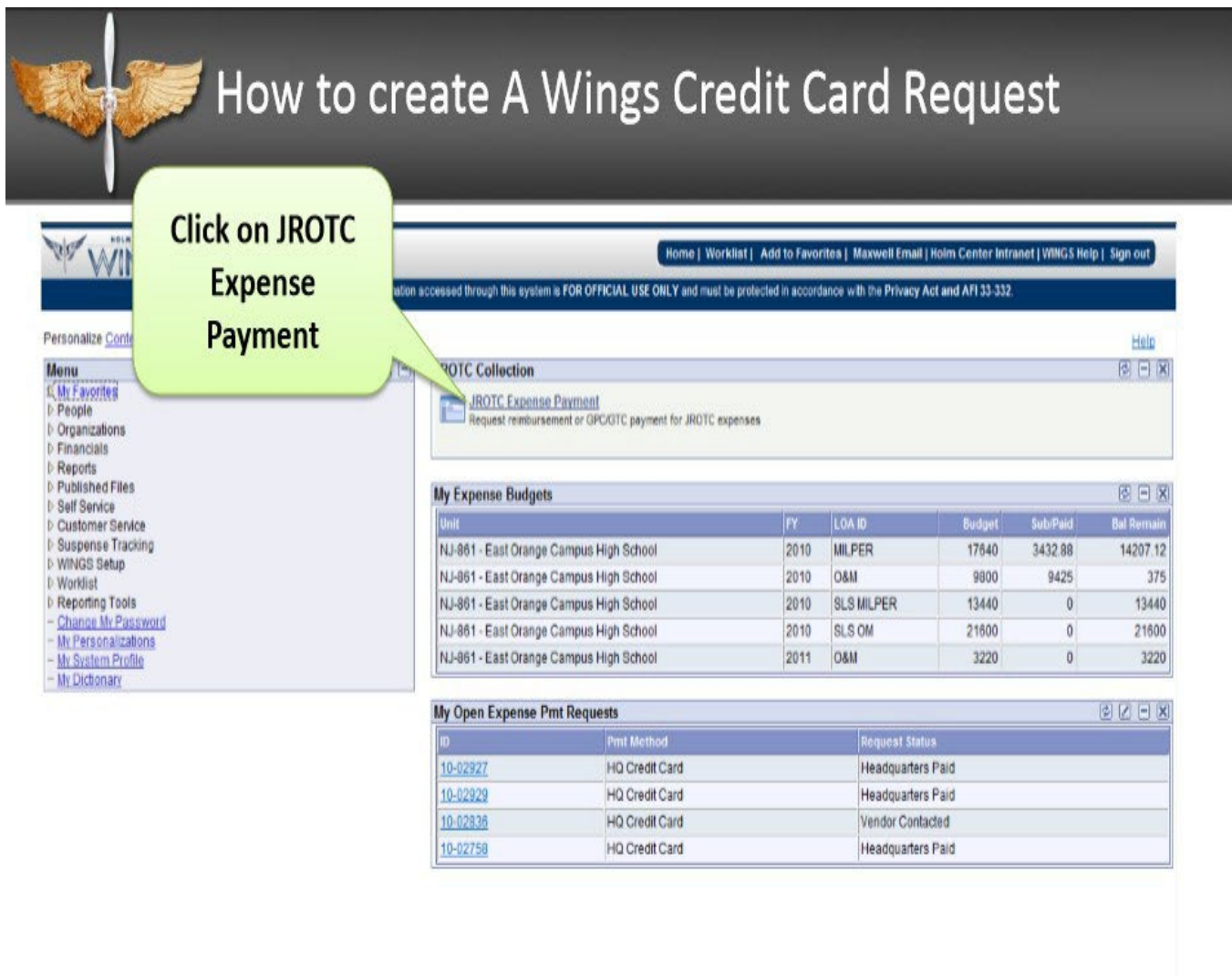


roster, and a Memo For Record (MFR).

**8.3.7.6.** Units failed to include paid receipts, estimates, quotes, or invoices.

**8.3.8. Air & Bus Travel Requests.** When using the GTC to purchase air and/or bus transportation, the Travel Management Office (TMO) at Maxwell AFB will do the research, find tickets and pricing, and book transportation for units. Instructors will need to fill out the applicable air or bus request form found in WINGS Published Files under the “AFJROTC Forms” folder. Then, attach the form to the credit card request in WINGS. HQ Logistics staff will coordinate with TMO on behalf of the unit for transportation sources. This means units will no longer need an estimate or invoice from the airlines or bus service, it will be provided directly to HQ AFJROTC. This applies to GTC only (not GPC). Lodging and any other travel-related costs still require documentation listed in this Finance Guide. WINGS requires a dollar amount when submitting the request. Fill in \$1.00 for the cost and the actual cost will be updated when the trip is booked.

**TABLE 1: How to create a WINGS Credit Card Request**



## How to create A Wings Credit Card Request

Click on JROTC Expense Payment

Home | Worklist | Add to Favorites | Maxwell Email | Holm Center Intranet | WINGS Help | Sign out

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**JROTC Collection**

[JROTC Expense Payment](#)  
Request reimbursement or GPC/GTC payment for JROTC expenses

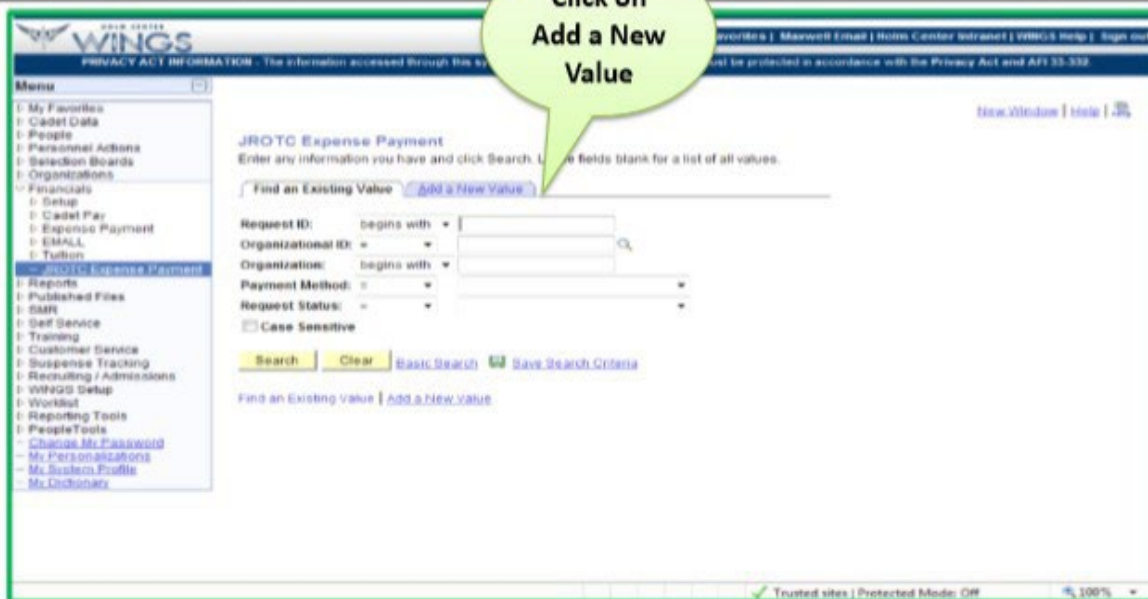
**My Expense Budgets**

| Unit                                    | FY   | LOA ID     | Budget | Sub/Paid | Bal Remain |
|---|------|------------|--------|----------|------------|
| NJ-861 - East Orange Campus High School | 2010 | MILPER     | 17640  | 3432.88  | 14207.12   |
| NJ-861 - East Orange Campus High School | 2010 | O&M        | 9800   | 9425     | 375        |
| NJ-861 - East Orange Campus High School | 2010 | SLS MILPER | 13440  | 0        | 13440      |
| NJ-861 - East Orange Campus High School | 2010 | SLS OM     | 21600  | 0        | 21600      |
| NJ-861 - East Orange Campus High School | 2011 | O&M        | 3220   | 0        | 3220       |

**My Open Expense Pmt Requests**

| ID                       | Pmt Method     | Request Status    |
|--------------------------|----------------|-------------------|
| <a href="#">10-02927</a> | HQ Credit Card | Headquarters Paid |
| <a href="#">10-02929</a> | HQ Credit Card | Headquarters Paid |
| <a href="#">10-02836</a> | HQ Credit Card | Vendor Contacted  |
| <a href="#">10-02758</a> | HQ Credit Card | Headquarters Paid |

## How to create A Wings Credit Card Request



**Click on Add a New Value**

WINGS JROTC Expense Payment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Request ID: begins with

Organizational ID:

Organization: begins with

Payment Method:

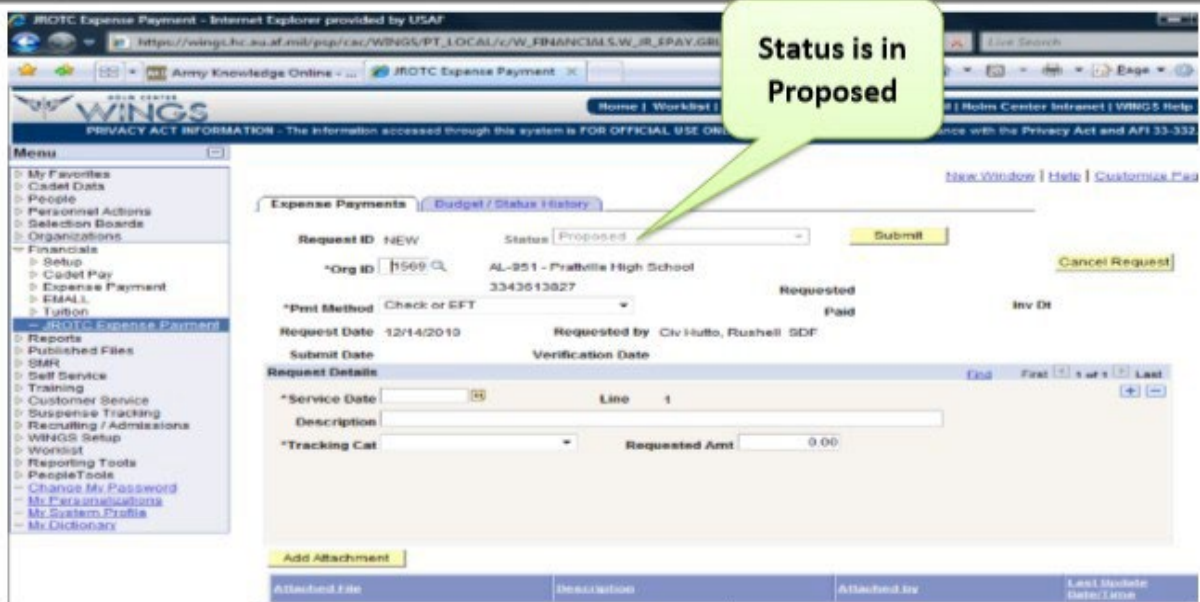
Request Status:

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Find an Existing Value [Add a New Value](#)

## How to create A Wings Credit Card Request



**Status is in Proposed**

JROTC Expense Payment - Internet Explorer provided by USAF

https://wings.hc.us.af.mil/ppp/cac/WINGS/PT\_LOCAL/c/W\_RHANCIM.S.W.\_JR\_SPAY.GRI

WINGS JROTC Expense Payment

Home | Worklist | [JROTC Expense Payment](#) | [Privacy Act Information](#)

Expense Payments [Budget / Status / History](#)

Request ID: NEW Status: **Proposed** [Submit](#) [Cancel Request](#)

\*Org ID: 1569 AL-251 - Prattville High School 3343613627 Requested Paid Inv Dt

\*Pmt Method: Check or EFT Requested by: Civ Hutto, Rushell SDF

Request Date: 12/14/2010 Submit Date: Verification Date:

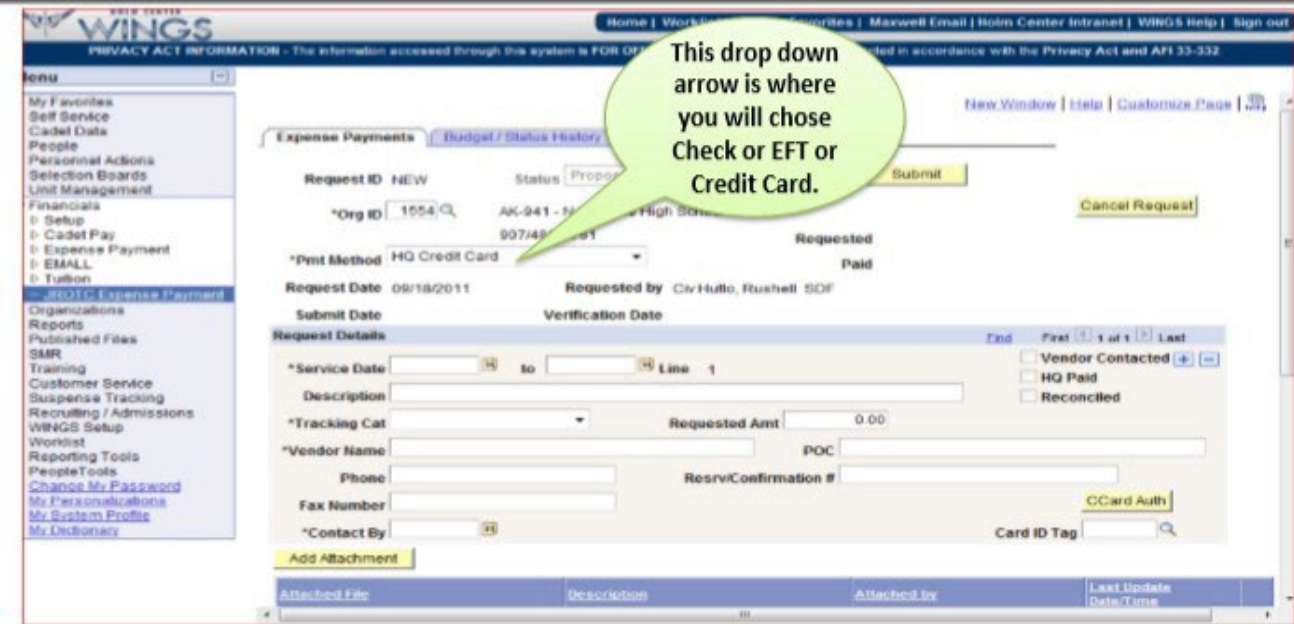
Request Details

| *Service Date | Line | Description | *Tracking Cat | Requested Amt |
|---------------|------|-------------|---------------|---------------|
|               | 1    |             |               | 0.00          |

[Add Attachment](#)

| Attached File | Description | Attached By | Last Update Date/Time |
|---------------|-------------|-------------|-----------------------|
|---------------|-------------|-------------|-----------------------|

## How to create A Wings Credit Card Request



This drop down arrow is where you will chose Check or EFT or Credit Card.

Request ID: NEW Status: Proposed Submit Cancel Request

\*Org ID: 1554 AK-941 - High School 90748-001 Requested Paid

\*Pmt Method: HQ Credit Card Requested Date: 09/18/2011 Requested by: Civ Hutto, Rushell SDF

Submit Date: Verification Date:

Request Details

\*Service Date: [ ] to [ ] Line: 1

Description: [ ]

\*Tracking Cat: [ ] Requested Amt: 0.00

\*Vendor Name: [ ] POC: [ ]

Phone: [ ] ResrvConfirmation #: [ ]

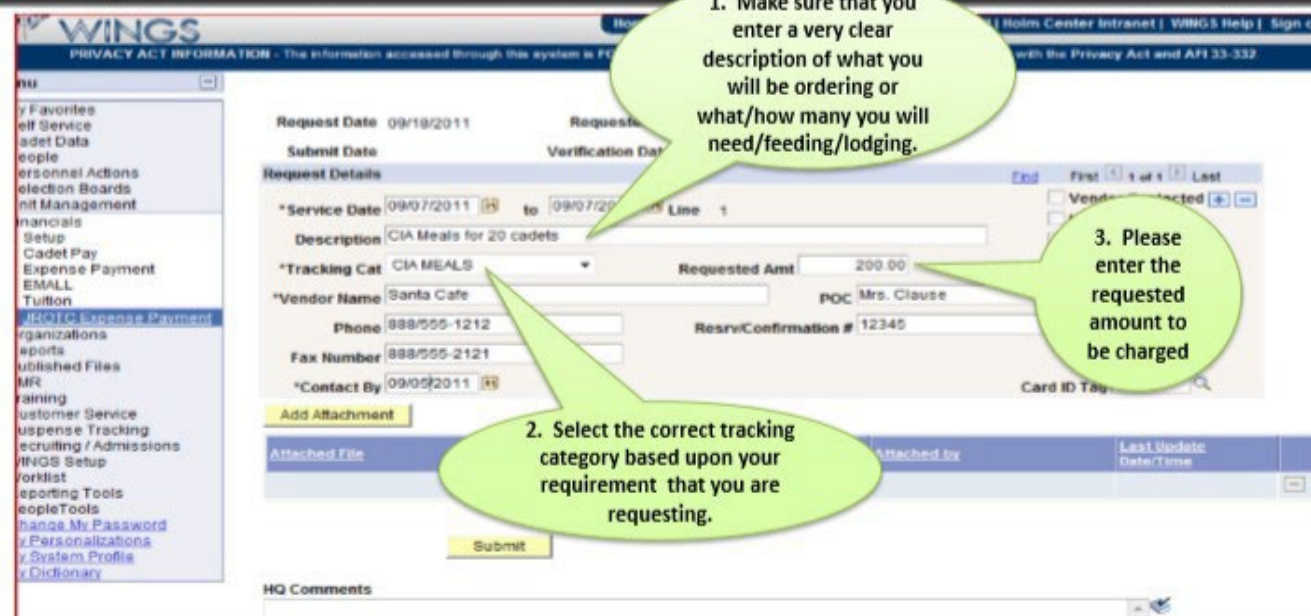
Fax Number: [ ]

\*Contact By: [ ]

Add Attachment

Attached File Description Attached by Last Update Date/Time

## How to create A Wings Credit Card Request



1. Make sure that you enter a very clear description of what you will be ordering or what/how many you will need/feeding/lodging.

2. Select the correct tracking category based upon your requirement that you are requesting.

3. Please enter the requested amount to be charged

Request Date: 09/18/2011 Requested by: [ ]

Submit Date: Verification Date:

Request Details

\*Service Date: 09/07/2011 to 09/07/2011 Line: 1

Description: CIA Meals for 20 cadets

\*Tracking Cat: CIA MEALS Requested Amt: 200.00

\*Vendor Name: Santa Cafe POC: Mrs. Clouse

Phone: 888/555-1212 ResrvConfirmation #: 12345

Fax Number: 888/555-2121

\*Contact By: 09/05/2011

Add Attachment

Attached File Description Attached by Last Update Date/Time

Submit

HQ Comments



## WINGS

PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332



## WINGS

**PRIVACY ACT INFORMATION** - The information accessed through this system is **FOR OFFICIAL USE ONLY** and must be protected in accordance with the Privacy Act and AFI 33-332.

Please make sure you enter a contact by date (no more than 10 days prior). This is when the credit card holders will contact the vendor by to authorize payment.

## How to create A Wings Credit Card Request

IROTC Expense Payment - Internet Explorer provided by USAF

https://wings.hc.af.mil/psp/cac/WINGS/PT\_LOCAL/L/W\_FINANCIALS.W\_IRLEPAY.GBL?PORTALPARAM.P...

Home | Worklist | Add to Favorites | Maxwell Email | Holm Center Intranet | WINGS Help | Sign out

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**Menu**

- My Favorites
- Cadet Data
- People
- Personnel Actions
- Selection Boards
- Organizations
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  - Setup
  - Cadet Pay
  - Expense Payment
  - EMALL
  - Tuition
  - IROTC Expense Payment**
- Reports
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- Suspense Tracking
- Recruiting / Admissions
- WINGS Setup
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

**Request ID** NEW **Status** AL-951-3343613

\*Org ID 1599

\*Pmt Method Check or EFT

**Request Date** 12/14/2010 **Submit Date** Ve

**Request Details**

\*Service Date 12/14/2010 **Line** 1

**Description** Alterations

\*Tracking Cat UA (ALTERATIONS) **Requested Amt** 150.00

**Add Attachment**

| Attached File | Description | Attached by | Last Update Date/Time |
|---------------|-------------|-------------|-----------------------|
|               |             |             |                       |

**Generate Invoice** **Submit**

Trusted sites | Protected Mode: Off | 100%

If you have more then one item to request that HQ pay for on the Credit Card just press the "+" sign in order to add an additional line.

## How to create A Wings Credit Card Request

Home | Worklist | Add to Favorites | Maxwell Email | Holm Center Intranet | WINGS Help | Sign out

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**Menu**

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- Selection Boards
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- Financials
  - Setup
  - Cadet Pay
  - Expense Payment
  - EMALL
  - Tuition
  - IROTC Expense Payment**
- Reports
- Published Files
- SMR
- Training
- Customer Service
- Suspense Tracking
- Recruiting / Admissions
- WINGS Setup
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

**Request Details**

\*Service Date 09/07/2011 to 09/07/2011 **Line** 1

**Description** CIA Meals for 20 cadets

\*Tracking Cat CIA MEALS **Amt** 200.00

\*Vendor Name Santa Cafe **POC** Mrs. Clause

**Phone** 888/555-1212 **Location #** 12345

**Fax Number** 888/555-2121

\*Contact By 09/05/2011

**Add Attachment**

**CCard Auth**

**Card ID Tag**

| Attached File | Description | Attached by | Last Update Date/Time |
|---------------|-------------|-------------|-----------------------|
|               |             |             |                       |

**Submit**

Remember we can only open PDF. Please make sure when you save your invoices/receipts they are saved as a PDF.

You **MUST** attach an invoice from the vendor. Press the add attachment button.



## How to create A Wings Credit Card Request

1. Now that you have located your saved invoice from your computer, click on it and the file name will appear here

2. Press the upload button to attach your Vendor Invoice into your WINGS credit card request.

## How to create A Wings Credit Card Request

1. The Description of the attached file should reflect which line and vendor it is for. (Line 1, Line 2) and so on.

2. Also remember to check and make sure you uploaded the right attachment. Check and verify.

3. Please press the save button often and after you attach each file to the request.

| Attached File                | View                 | Attached by            | Last Update Date/Time |
|------------------------------|----------------------|------------------------|-----------------------|
| Receipt.docx                 | <a href="#">View</a> | Clv Hutto, Rushell SDF | 01/06/11 4:17:07P     |
| OneTouch_Jan_06_2011_(1).pdf | <a href="#">View</a> | Clv Hutto, Rushell SDF | 01/06/11 4:17:15P     |

## How to create A Wings Credit Card Request

**You will then see your Vendor Invoice attached to the WINGS request. \*\*Please note once you add an attachment you will not be able to delete it. \*\***

**Repeat the same steps to attach paid receipts. Your paid receipt is now attached to your package. Now click submit.**

Requested by: Civ Hutto, Rushell SDF

Verification Date: 09/09/2011 to 09/09/2011 Line 1

Description: CIA Meals for 20 cadets

Tracking Cat: CIA MEALS

Requested Amt: 200.00

Vendor Name: Santa Cafe

POC: Mrs. Clause

Phone: 888/555-1212

Fax Number: 888/555-2121

\*Contact By: 11/05/2011

Resrv/Confirmation #: 12345

CCard Auth

Card ID Tag

| Attached File           | Description | View                 | Attached by            | Last Update Date/Time |
|-------------------------|-------------|----------------------|------------------------|-----------------------|
| cc_request_invoice.docx |             | <a href="#">View</a> | Civ Hutto, Rushell SDF | 09/10/11 1:58:52PM    |

[Submit](#)

## How to create A Wings Credit Card Request

**Now you will notice the status has changed to "Submitted to HQ".**

**Once we have contacted the Vendor your package will be marked "Vendor Contacted", once HQ has received the Paid Receipt it is marked "HQ Paid", and when the charge appears on the Bank Statement it is then marked "Reconciled". If all three are received the request is then marked "Paid/Complete".**

Request ID: 11-01343

Status: Submitted to HQ

\*Org ID: 1569

AL-951 Prattville High School

\*Pmt Method: Check or EFT

Request Date: 12/16/2010

Submit Date: 01/06/2011

\*Service Date: 12/14/2010


Description: Alterations

\*Tracking Cat: UA (ALTERATION)

Buttons: Verified, Return, Cancel/Dedine



# How to create A Wings Credit Card Request



Home | Worklist | Add to Favorites | Maxwell Email | Holm Center Intranet | WINGS Help | Sign out

PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.

My Favorites  
Self Service  
Cadet Data  
People  
Personnel Actions  
Selection Boards  
Unit Management  
Financials  
  ↳ Setup  
  ↳ Cadet Pay  
  ↳ Expense Payment  
  ↳ EMAIL  
  ↳ Tuition  
  ↳ **JROTC Expense Payment**  
Organizations  
Reports  
Published Files  
GMR  
Training  
Customer Service  
Suspense Tracking  
Recruiting / Admissions  
WINGS Setup  
Worklist  
Reporting Tools  
PeopleTools  
[Change My Password](#)  
[My Personalizations](#)  
[My System Profile](#)  
[My Dictionary](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Expense Payments | Budget / Status History

Request ID 11-00222    Status Returned    [Submit](#)

\*Org ID 2194    9C-022    Florence High School    [Cancel Request](#)

\*Pmt Method Check or EFT    Requested 300.00    Inv Dt 10/22/2010

Request Date 10/22/2010    Paid 300.00    Requested by LICol Gagajewski, Walter 9C022

Submit Date 11/1/2010    Date

\*\*\* If your status is marked **"RETURNED"** this means that there is something wrong with your request and you will need to scroll to the bottom of the page and read what is in HQ Comments. Please make the necessary changes and remember to press the "SUBMIT" button so that it will appear in the cue to be worked. If your request is in "Proposed" or "Returned" status HQ will not see the request nor be able to work them. Always remember to press the "SUBMIT" button.\*\*\*

## 8.4. Exceptions to Credit Card Use:

**8.4.1. General.** Units may request reimbursement for O&M and MILPER purchases as specified in paragraph 8.4.4. below. Instructors will request a reimbursement by submitting a JROTC Expense Payment in WINGS Financials. Reimbursement means that expenses have already been paid. Units must submit a reimbursement request for goods and services received within 30 days of the date on the receipt received, no exceptions. In other words, once all items are received, the instructor should submit the reimbursement request in a timely manner, to start the reimbursement process to receive funding.

### 8.4.2. Exceptions to credit card use that DO NOT require HQ approval:

**8.4.2.1** Ground transportation to include buses and charters.

**8.4.2.2** Meal and lodging costs due to unexpected issues during execution of preplanned travel. For example, aircraft delay due to weather or bus breakdown would create additional, unforeseen costs to the unit.

**8.4.2.3** Flight Physicals for the Flight Academy program.

**8.4.2.4.** AFJROTC/SFJROTC units located at DoDEA and US Territory Schools.

### 8.4.3. Exceptions to credit card use that require one-time RD pre-approval for the current Academic Year (AY):

**8.4.3.1.** Lack of a vendor within a 30-mile radius of the unit (one way) that will accept credit card payment. Submit RD pre-approval with request.

**8.4.3.2.** Instructor mileage reimbursement when necessary to drive greater than 30 miles to access services such as dry cleaning, alterations, etc. Submit RD pre-approval with request.

**8.4.3.3.** Any reimbursement request not meeting the above criteria will be cancelled.

**8.4.4. Reimbursement Request Instructions:** Prior to starting a reimbursement request in WINGS, instructors should ensure all required documentation is correct for the current fiscal year and readily available to upload. Complete the reimbursement request in WINGS via the JROTC Expense Payment and create a new request. The following are required documents that should be attached to the request, as required.

**NOTE:** Each Receipt = One Reimbursement Request

**8.4.4.1. Original Invoice:** Instructors will create the original invoice for the reimbursement request by clicking the “Generate Invoice” button in the JROTC Expense Payment in WINGS. It must have two signatures... 1) SASI or ASI, and 2) a school official. By signing this invoice, you are stating that “all items have been received” or “all services have been rendered” and the total amount has been “Paid in Full.” Instructors will then upload the signed invoice to the request as an attachment with the description of “WINGS Original Invoice.” Do not modify this document with anything other than the signatures. Instructors should attach this document last because any modification to the request will cause the invoice to be re-accomplished/re-generated.

**8.4.4.2. Proof of Payment:** Instructors must get a paid receipt/proof of payment from the vendor to upload/attach to the request for all expenses before the request can be approved. Receipts of payment must be clear, readable, and itemized. Receipts of payment must be accompanied by an itemized document showing the vendor’s name and full contact information, date of payment, receipt number, amount paid, itemization of items paid for (may use an invoice or purchase order to show itemization only) and what type of payment used (how payment was made). Remember, the paid receipt must show who, what, where, when, and how the bill was paid. A zero-balance receipt is preferred, but you will only receive reimbursement for the valid amount the receipt shows you actually paid.

**8.4.4.3. Memorandum For Reimbursement (MFR - Attachment 2) & Cadet Roster (Attachment 3):** Each request must contain one of each (MFR & Cadet Roster) for each event containing meals, lodging and/or transportation. Use the templates found in WINGS Published Files, Resource and Budget folder. There you will find a MFR Template and Funds

Verification Sheet. Using these documents will ensure all information is captured.

#### **8.4.4.4. Other documents:**

**8.4.4.4.1.** Written authorization from your RD authorizing special circumstances.

**8.4.4.4.2.** Handwritten cash receipts of payment must include the same information as computer generated receipts, however, the receipt must be signed by the person receiving the cash.

**8.4.4.4.3.** Explanation of all discrepancies from totals reported in WINGS.

**8.4.4.4.4.** Do NOT include check requests, itineraries, screen shots, invoices, purchase orders, or estimates in lieu of receipt of payment.

#### **8.4.5. Reimbursement Request Rules.** The following rules apply:

**8.4.5.1.** Reimbursement implies that expenses have already been paid.

**8.4.5.2.** Reimbursements for school employees or chaperones is not authorized.

**8.4.5.3.** Submit a reimbursement request for goods and services received within 30 days of the receipt date.

**8.4.5.4.** Each request will be limited to one vendor per request. There can be multiple line items but only one vendor on each request.

**8.4.5.5.** Upload all required documentation into the request. All attachments must be in PDF format.

**8.4.5.6.** Once the request is deemed correct, submit the request in WINGS. It is critical instructors submit correct packages the first time for timely processing and to minimize returns/delays.

**8.4.5.7.** Once a request is submitted, the instructor should monitor the request daily in case it is returned. The instructor must check their unforwarded .edu email, as any return notification will be sent to that email account.

**8.4.5.8.** If the request was submitted incorrectly, the request will be returned for corrections by Holm Center Finance with a reason/comment and POC noted. If the request is returned, instructors will immediately contact Holm Center Finance to verify what is incorrect and fix the request exactly as instructed, as to expedite the correction and resubmit the request. Once re-submitted, the returned package it will go to the bottom of the queue in WINGS reimbursements. **Failure to correct identified deficiencies within 30 days from when the request was returned will result in the request being cancelled.**

**8.4.5.9.** Once resubmitted, instructors will need to follow up on the returned request to include contacting HQ Support to ensure the submission is corrected in a timely manner and not cause a second return.

**8.4.5.10.** Units are required to keep hard copies of all receipts until the status of the Request ID changes in WINGS from "Submitted to HQ" to "Vendor Contacted" or "Verified".

**8.4.5.11.** Vendors who provide 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, transportation and meals broken out.

#### **8.4.6. Common Errors to Avoid on Reimbursement Requests.** Avoiding these errors will speed the processing of your reimbursement request.

**8.4.6.1.** Not entering the request into WINGS. Requests received outside of WINGS will not be processed.

**8.4.6.2.** No WINGS-generated "Original Invoice."

**8.4.6.3.** Reimbursement requests cannot cross fiscal years. A fiscal year runs from 1 October to 30 September and represents 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.

**8.4.6.4.** Requesting reimbursement in the wrong category in WINGS and on the WINGS-generated "Original Invoice" will slow the process down. The packet will be returned for correction. 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.

**8.4.6.5.** WINGS "Original Invoice" lacking two signatures. One signature must be an instructor and the other is a school official.

**8.4.6.6.** Missing or unreadable receipts of payment. All transactions must have an associated receipt. All receipts must be readable.

**8.4.6.7.** All attachments must be in "PDF" format. No other format will be accepted.

**8.4.6.8.** 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.

**8.4.6.9.** A Memo for Reimbursement and Cadet Roster must be provided for all CIA/CLC events.

**8.4.6.10.** 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.

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

**8.4.6.12.** No date of service on receipt.

**8.4.6.13.** Submitting scanned documents in any format other than ".PDF" format.

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

**8.4.6.15.** Submitting multiple events with one line number.

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

**8.4.6.17.** Writing/lining through items on invoices. No dates or Invoice Numbers may be altered. Any adjustments or alterations that must be made on source documents to item line or receipt total WILL have a single line drawn through it, initialed, and an explanation of why the change.

## **8.5. Cadet Activities**

**8.5.1. Approval Authority.** The Holm Center Commander has delegated approval authority to the Director, HQ AFJROTC and the Holm Center/SDF (Finance). If your event or venue is not listed below as authorized and you need clarification, contact HQ Support ([jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu)) before executing the event or venue. When in doubt, ask. Holm Center Finance WILL NOT reimburse, nor will HQ credit cards cover ANY fees unless it meets the criteria stated above or HQ Support has pre-approved the event along with documentation.

**8.5.2. Authorized Activities.** All cadet activities must be in direct support of AFJROTC curriculum and authorized



Leadership Development Requirements (LDR). Authorization includes meals, transportation, lodging, and entry fees for cadets to visit military and civilian facilities as described below.

**8.5.3. Cadet Meals.** Cadet meals are limited to a maximum \$30.00 per cadet per day. Instructor meals are not authorized. If cadets are given money directly for meals (for exceptional case situations), they must sign the Funds Verification Sheet (See Attachment 3) and indicate exact amount received. Reimbursement for in-school meals--those meals served at the unit's home school, during normal school hours--are not authorized.

**TABLE 2: Cadet Activities Fees**

| Activity   | Restrictions  | Authorized |            |
|--|---|------------|------------|
|  |   | MILPER     | O&M        |
|  |   | Meals      | Entry Fees |
| CIA Trip   | Emphasis on government, military, space or flight activities only.  | Yes        | Yes        |
| Banquets, Balls, Dining-Ins/Outs   | Not authorized for purchase   | No         | No         |
| Civilian Historical Facilities, Educational/Science or Military/Government Facilities  | Emphasis on government, military, space or flight activities only.  | Yes        | Yes        |
| Color Guard Performances   |   | Yes        | Yes        |
| Community Service Projects   |   | Yes        | Yes        |
| LDR Competitions (Marksmanship, Unit, Drill, Raider, Cyber Patriots, Stellar Explorer, Physical Fitness, JLAB, Orienteering, Archery, and any other LDR activity with a competition) |   | Yes        | Yes        |
| Food / Beverages part of a meal deal   |   | Yes        | N/A        |
| Movie Theaters (to include IMAX)   | Emphasis on government, military, space or flight activities only.  | Yes        | Yes        |
| Obstacle Courses   |   | Yes        | Yes        |
| Parades  |   | Yes        | Yes        |
| SASI, ASI, or Cadre  | Not authorized for purchase   | No         | No         |
| Cadet Training Officers/Instructors (CTO or CTI) that are NOT enrolled cadets; Bus Drivers or other School Employees; Chaperones   | <b>Fees associated with these individuals/groups are never authorized.</b>  |            |            |
| Amusement Parks (Disney, Six Flags, etc.)  | Not authorized for purchase, to include traveling to an amusement park as a demonstration of physics at work--NOT authorized. | No         | No         |

TABLE 3: O&amp;M Lodging &amp; Transportation

| Activity  | Restrictions   | O&M Tracking Category |   |                    |
|---|--|-----------------------|---|--------------------|
|   |  | CIA Trans             | CIA Lodging Instructors   | CIA Lodging Cadets |
| Airfare / Bus   | Including Baggage Fee  | Yes                   | N/A   | N/A                |
| Cadets maximum lodging rate equals \$30 per cadet, per authorized night.<br><b>Exception:</b> For fewer than four cadets attending a national-level competition see paragraph 8.3.6.11.   | Restricted to authorized venues as described in Table 2. If hotels used for lodging, unit must submit a cadet roster   | N/A                   | Yes<br>DoD max Lodging Rate can be found at <a href="https://www.travel.dod.mil/travel-transportation-rates/per-diem/per-diem-rate-lookup/">https://www.travel.dod.mil/travel-transportation-rates/per-diem/per-diem-rate-lookup/</a> | Yes                |
| POV and Rental Vehicles   | Including fuel, toll and parking. Includes POV mileage for travel to designated Air Force support bases, ROTC Detachments, ANG/AFRES bases, Civil Air Patrol (CAP) units, or other authorized locations for training or pick-up or turn-in of equipment, uniforms, books, and other supplies in support of the AFJROTC program or for instructors to brief AFJROTC at Transition Assistance Program (TAP) classes. Use the school mileage rate and indicate that rate on the paid receipt. | Yes                   | N/A   | N/A                |
| SASI/ASI DOD max Lodging Rate can be found at <a href="https://www.travel.dod.mil/travel-transportation-rates/per-diem/per-diem-rate-lookup/">https://www.travel.dod.mil/travel-transportation-rates/per-diem/per-diem-rate-lookup/</a> | Restricted to authorized venues as described in Table 2 and travel to designated Air Force support bases, ROTC Detachments, ANG/AFRES bases, Civil Air Patrol (CAP) units, or other authorized locations in support of the AFJROTC program   | N/A                   | Yes   | N/A                |
| Instructor Meetings   | SASIs and ASIs only  | No                    | N/A   | N/A                |
| Cadet Training Officers, Instructors (CTOs / CTIs) that are NOT active cadets; Bus drivers or other school employees; Chaperones  | <b>Fees associated with these groups are never authorized.</b>   |                       |   |                    |

**TABLE 4: Authorized Equipment & Uniform Items**

| Item  | Restrictions  | Authorized |         |     |
|---|---|------------|---------|-----|
|   |   | MILPER     | FEDMALL | O&M |
| Baseball Caps   | Plain baseball caps must be manufactured/purchased in the United States and be USAF blue (#00308f Hex Color Code).<br>Authorized for ABUs only.   | Yes        | No      | No  |
| Camelbacks  |   | No         | No      | No  |
| Dry Cleaning, Laundry and Uniform Alterations   | ABUs & OCPs will not be dry cleaned   | Yes        | No      | No  |
| U.S., USAF, and State/Country Flags; Flag Poles (indoor and drill) with fennels, flag stands, Gideon Poles, Color Guard Equipment (harnesses and belts) |   | No         | No      | Yes |
| Garment Bags  | For Storage Only. Individual cadet or drill team garment bags are not authorized.   | No         | No      | Yes |
| Uniform Ribbons and Medals  | Unit patches are unauthorized   | Yes        | Yes     | No  |
| Fitness Equipment (examples, but not limited to, basketballs, softballs, dodgeballs, kick balls, baseballs, Frisbees, hula hoops.)                      | Not authorized for purchase. Gym Memberships and renting a weight room is prohibited.   | No         | No      | No  |
| Replica rifles, sabers, rifle slings and harness. Includes purchase and repair.   | Items for weapons (rifles, sabers) storage are not authorized; School is responsible for providing furniture and security of Air Force property.  | No         | N/A     | No  |
| Uniform nametags, nametapes, and ribbon racks.  | Cadets are authorized one silver nametag and two blue nametags; For utility uniforms, cadets are authorized one nametape and one AFJROTC/SFJROTC nametape; Replacement costs are the responsibility of the cadet. | Yes        | Yes     | No  |
| Uniforms - Dress blues and utility uniforms, including standard headgear and footwear.  | Must use FedMall first. Units may purchase Corfam (high gloss) shoes/pumps for Color Guard or Drill Team members only.  | Yes        | Yes     | N/A |
| Local Purchase PT Gear  | Not authorized for purchase   | No         | N/A     | N/A |
| Gloves, berets, shoulder cords, head gear insignia for berets and service caps, ascots, silver braid (3/4 inch For slacks) and service caps.            | Beret color only dark blue, black and white. Ascots must be solid color only. See Chapter 7 Ops Supp.   | Yes        | N/A     | N/A |
| Uniform – Specialty (Maternity uniform items)   | <b>Restricted:</b> CLC gear, and polo shirts are NOT authorized.  | Yes        | No      | No  |
| Archery equipment to include bows, targets, backstop net, repair kit, bow rack, floor quivers and safety banners  | Not authorized for purchase   | No         | No      | No  |
| Bottled water   | Unless part of a meal.  | No         | No      | N/A |

**TABLE 5: Office, Classroom & Other Supplies**

|   |  | Authorized |
|---|--|------------|
| Item  | Restrictions   | O&M        |
| Motor Oil, Coolant, car washes (vehicle maintenance items)                                | Not authorized for purchase  | No         |
| Aircraft Simulators, Software and Accessories   | Not authorized for purchase  | No         |
| Model Aircraft (non-flying, without a remote controller, static, shelf models)            | Not authorized for purchase  | No         |
| Model Aircraft (flying, with a remote controller, RC aircraft, multicopter, UAS)          | Purchase/repair of RC Aircraft, Multicopters, UAS and accessories are not authorized.  | No         |
| Audio and Video Equipment (including televisions & monitors)                              | Not authorized for purchase  | No         |
| CPR Certification, Instructor CPR trainer certification                                   | Instructors Only (SASI/ASI)  | Yes        |
| Certification, Ground School Test   | Cadets Only  | Yes        |
| Computers - Desktops, Laptops, Printers   | Not authorized. Per MOA, school district's responsibility to provide for unit  | No         |
| Computer Peripherals  | Not authorized for purchase. Includes data storage devices   | No         |
| Repair and Maintenance of Air Force ADPE Property   | Not authorized for purchase  | No         |
| Repair and Maintenance of non-Air Force Property  | Not authorized for purchase  | No         |
| Scratch Engraver  | To permanently mark equipment  | Yes        |
| Model Rocketry Items and Accessories  | Not authorized for purchase  | No         |
| Instructor Multicopter Certification, Ground School Instructor (BGI or AGI) Certification | Not authorized for purchase  | No         |
| Cadet Flight Physicals & TSA Clearances   | Contact Flight Academy ( <a href="mailto:jrotc.fa@au.af.edu">jrotc.fa@au.af.edu</a> )  | Yes        |
| Medical Services (nurse, medical technician) for CLC or any event                         | Not authorized   | No         |
| Unit Memorabilia  | Not authorized for purchase--unit coins, pins, awards, plaques, trophies, yearbooks, etc.  | No         |
| Furniture   | Not authorized for purchase --furniture items, such as chairs, desk, benches, podium, cabinets, racks, shelving display cases, trash cans, signs and unit banners. | No         |



|   |   |     |
|---|---|-----|
| Consumable Admin Office Supplies                            | Unit may purchase printer toner, printer cartridges, paper, pens, pencils, folders, tape, postal expenses for official AFJROTC business, batteries, staplers, scissors, paper clips. (GSA FSSI Requirement). If using HQ Credit Card, items must be purchased using GSA Global Supply. If item is not provided in GSA Global Supply, you may use GSA Advantage other sources. Custom business cards and smartboards are unauthorized. | Yes |
| Picture Frames/Displays                                     | For Chain of Command photos only.   | Yes |
| Phones, PDA, Tablets, iPad                                  | Not authorized for purchase--includes purchase, rental, installation, lines and surcharges  | No  |
| Long Distance Phone Charges<br>(in support of AFJROTC only) | Receipt for charges must state, " <i>Charges are for long distance calls only and do not include any miscellaneous telephone expenses.</i> "  | Yes |
| Copy Services   | Authorized expenses include: Cadet Guide/Handbook/OI, cadet folders, invitations, stationery, program information, letters to parents and prospective cadets, etc.  | Yes |
| Safety Equipment (reflective vests, belts, cones, etc.)     | Camelbacks are not authorized.  | Yes |
| Tents, tarps, canopies, etc.                                | Not authorized for purchase   | No  |
| Travel totes & locks (weapons cases)                        | Travel only. Schools are responsible for storage and security of Air Force equipment on campus.   | Yes |

## Attachment 1 – WINGS Original Invoice

Do Not modify this area.

Must be within current fiscal year

## ORIGINAL INVOICE

Period of Service: 13 Aug 2021 - 13 Aug 2021 From Unit #: TX-933

INVOICE #: HCJ21-002086  
Invoice Date: 13 Aug 2021  
SDN #: F2XJA71225VMISV086

Attach this signed Original Invoice to payment request # 21-02594

Transportation

2800.00

Must match Wings Request

**TOTAL:**

2800.00

AFJROTC Instructor: By signing this invoice you are stating that **“all items have been received”, “all services have been rendered” and the total amount has been “Paid in Full”**. You must attach receipts/proof of payment for all expenses before HQ can approve your request. **Receipts of payment must be itemized or accompanied by an itemized document, Show the vendors full contact information, date of payment, receipt #, amount paid, and what type of payment used.** A zero-balance receipt is preferred, but you will only receive reimbursement for the valid amount the receipt shows you actually paid. You must monitor this request for processing status updates (in WINGS). **You have 30 days to make corrections and resubmit if this request is marked "Returned". If you take no action the request will be cancelled and you risk the funds not being available at a later date.**

SASI/ASI Signature

School Official Signature

Both Signatures are Required

## Attachment 2 - Memorandum for Reimbursement (MFR)

**\*\*Required for any requests incurring meal, lodging or transportation expenses\*\***

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

Date \_\_\_\_\_

## MEMORANDUM FOR REIMBURSEMENT

FROM: Holm Center High School  
AFJROTC AL-20241  
130 W. Maxwell Blvd  
Maxwell AFB, AL 36112

SUBJECT: WINGS Request ID: (Ex: 24-0xxxx)

1. The following information is submitted for reimbursement:

Type of Event: \_\_\_\_\_

Event Start: (date) Event Stop: (date)

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Detailed Description of Event:

---



---

Total number of cadets participating in the event): \_\_\_\_  
**\*\*\* (must attach Roster / Funds Verification Sheet)**

Total number of instructors participating \_\_\_\_

Cadet Meals (max \$30/day/cadet): # of Days: \_\_\_\_

Total Amount Requested: \$ \_\_\_\_

Cadet Lodging (max \$30/night/cadet): # of Nights \_\_\_\_

Total Amount Requested: \$ \_\_\_\_

Instructor lodging (capped by DoD): # of Nights \_\_\_\_

Total Amount Requested: \$ \_\_\_\_

Transportation (including fuel, tolls and parking):

Total Amount Requested \$ \_\_\_\_

Entry Fees: Total Amt requested \$ \_\_\_\_

**\*\*\*Must include verifiable documentation as required by AFJROTC Operational Supplement Chapter 8 - Finance Guide.**

2. I certify that this request for reimbursement is true and correct to the best of my knowledge.

UNCLE SAM, LtCol, USAF Retired  
Senior Aerospace Science Instructor  
123-456-7890

## Attachment 3 - Roster / Funds Verification Sheet (FVS)

**\*\*Required for any requests incurring meal, lodging or transportation expenses\*\*****Roster / Funds Verification Sheet**

AFJROTC FL-20061 Summer Leadership Camp

01-Nov-2019 -- 04-Nov-2019

| #  | Print First/Last Name | Dollar Amount Given To Cadet For Meals |         |         |        |  |  |  | SubTotal | Cadet Signature |
|--|-----------------------|--|---------|---------|--------|--|--|--|----------|-----------------|
|  |                       | 11/1                                   | 11/2    | 11/3    | 11/4   |  |  |  |          |                 |
| 1  | Jeanne M. Holm        | \$20.00                                | \$20.00 | \$10.00 | \$5.00 |  |  |  | \$55.00  |                 |
| 2  |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 3  |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 4  |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 5  |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 6  |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 7  |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 8  |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 9  |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 10   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 11   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 12   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 13   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 14   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 15   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 16   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 17   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 18   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 19   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 20   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 21   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 22   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 23   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 24   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 25   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 26   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 27   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 28   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 29   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| 30   |                       |  |         |         |        |  |  |  | \$0.00   |                 |
| Total Dollar Amount Given To Cadet For Meals |                       |  |         |         |        |  |  |  | \$55.00  |                 |

---

UNCLE SAM, CMSgt, USAF (Ret)  
 Senior Aerospace Science Instructor  
 (123) 456-7890



## Attachment 4 – Itemization Document

**JROTC EXCHANGE**

12647 EVERSTON RD  
CA 92128

**Invoice**

|       |           |           |
|-------|-----------|-----------|
| Fax # | Date      | Invoice # |
|       | 1/12/2020 | 66504     |

|  |
|--|
| Ship to  |
| AFJROTC SENIOR INSTRUCTOR<br>NORTHSIDE HIGH SCHOOL<br>926 GREEN ST.<br>WARNER ROBINS, GA 31093 |

|  |
|--|
| Bill to  |
| AFJROTC SENIOR INSTRUCTOR<br>NORTHSIDE HIGH SCHOOL<br>926 GREEN ST.<br>WARNER ROBINS, GA 31093 |

| P.O. Number | Terms  | Locat... | Ship      |
|-------------|--------|----------|-----------|
|             | Net 30 | A        | 1/13/2020 |

| ORDER # |
|---------|
|         |

| Quantity | Item Code                      | Description  | Price Each           | Amount               |
|----------|--------------------------------|--|----------------------|----------------------|
| 3        | BLU AF/WHT - 5/8               | AF BLUE/WHT, SATIN, BEVEL, CLUTCH. AF<br>REGULATION - 5/8 X 3 3/16'  | 1.50                 | 4.50T                |
|          |                                | ODUM<br>CULPEPPER<br>BUFORD  |                      |                      |
| 3        | METAL AF                       | METAL, BRUSHED NICKEL, AIR FORCE DRESS COAT<br>STANDARD - 3/4 X 3'   | 6.40                 | 19.20T               |
|          |                                | ODUM<br>CULPEPPER<br>BUFORD  |                      |                      |
|          | USPS 1ST CLASS<br>TAG WARRANTY | USPS 1ST CLASS<br>All name tags are guaranteed against spelling errors and<br>workmanship or material defects. Should posts or findings<br>fail during adjustment or for any other reason within 30 days<br>of the invoice ship date, the tag will be replaced free of<br>charge.<br>INTER STATE SALES | 3.90<br>0.00<br>0.00 | 3.90<br>0.00<br>0.00 |

MAKE CHECKS PAYABLE TO

JROTC EXCHANGE'

**Total** \$27.60

**MAKE ALL CHECKS AND MONEY ORDERS PAYABLE TO:**  
JROTC EXCHANGE, PO BOX 5285, AIKEN, SC 29804-5285

**Payments/Credits** -\$27.60**Balance Due** \$0.00

**This document may be used to show itemization,  
however it may not be used as a receipt of payment**

## Attachment 5 – Non-Zero Balance Receipt

Mil-Bar Plastics, Inc.

441 Le Roy Drive  
 Corona, CA 92879  
 951-272-4822 (Phone)  
 951-272-4622 (Fax)

## Invoice

| Date      | Invoice # |
|-----------|-----------|
| 9/13/2021 | 22503     |

|  |
|--|
| Bill To  |
| Fairbanks North Star School District, 997<br>ATTN. Bradley Spilinek "P-Card"<br>520 Fifth Ave, Fairbanks,<br>Alaska, 99701 |

|  |
|--|
| Ship To  |
| North Pole High School, 19141<br>ATTN. Bradley Spilinek<br>601 NPHS BLVD<br>North Pole, AK 99705 |

| P.O. Number | Terms | Rep | Ship      | Via  | F.O.B.     | Project |
|-------------|-------|-----|-----------|------|------------|---------|
| 9143        |       | AF  | 9/13/2021 | USPS | CORONA, CA |         |

| Quantity | Item Code | Description                                | U/M | Price Each | Amount |
|----------|-----------|--|-----|------------|--------|
| 3        | MB-30-001 | Mil-Bar AF Nameplate Silver Engraved       |     | 8.35       | 25.05  |
| 3        | MB-30-002 | Mil-Bar AF Nameplate Blue Plastic Engraved |     | 2.00       | 6.00   |
| 1        | 1002      | USPS                                       |     | 6.45       | 6.45   |
|          |           | Sales Tax                                  |     | 8.75%      | 0.00   |

9/13/21, 11:16 AM

TRANSACTION RECORD

MIL-BAR PLASTICS, INC  
 441 LEROY DR  
 CORONA, CA 92879  
 United States  
 WWW.MIL-BAR.COM

TYPE: Purchase

ACCT: Mastercard \$ 37.50 USD

CARDHOLDER NAME : NPH CTE  
 CARD NUMBER : #####5598  
 DATE/TIME : 13 Sep 21 11:16:37  
 REFERENCE # : 001 0477996 T  
 AUTHOP. # : 029099  
 TRANS. REF. : 22503

Approved - Thank You 10!!

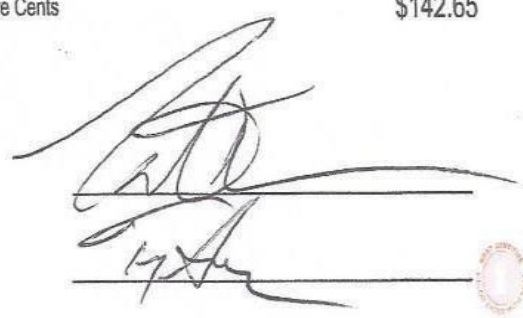
Please retain this copy for your records.

Cardholder will pay above amount to  
 card issuer pursuant to cardholder  
 agreement.

|                     |              |         |
|---------------------|--------------|---------|
| Credit Card Payment | <b>Total</b> | \$37.50 |
|---------------------|--------------|---------|

**This invoice shows a receipt of payment attached. The invoice is used for itemization, and the receipt reflects the exact amount paid.**

## Attachment 6 - Proof of Payment

|  |   |   |                    |                       |
|--|---|---|--------------------|-----------------------|
| <b>MARTINSBURG HIGH SCHOOL GENERAL FUND</b><br>701 S. QUEEN ST. MARTINSBURG, WV 25401 TAX ID #55-6000297 (304) 267-3530          |   |   |                    | <b>CHECK NO.</b> 3948 |
| DESCRIPTION  | PURCHASE ORDER NUMBER   | INVOICE NUMBER                              | ACCOUNT NUMBER     | AMOUNT                |
| see attached requisition   | 180313  |   | 1010.000 Air Force | \$142.65              |
| DATE   | 11/30/2017  | \$142.65                                    | CHECK NUMBER       | 3948                  |
| DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX |   |   |                    |                       |
| <b>MARTINSBURG HIGH SCHOOL GENERAL FUND</b><br>701 S. QUEEN ST. MARTINSBURG, WV 25401<br>TAX ID #55-6000297 (304) 267-3530       |   | <b>UNITED BANK</b><br>MARTINSBURG, WV 25401 |                    | <b>CHECK NO.</b> 3948 |
| DATE   |   |   |                    | AMOUNT                |
| 11/30/2017   | Exactly One Hundred Forty-Two Dollars and Sixty-Five Cents              |   |                    | \$142.65              |
| <b>PAY TO THE ORDER OF</b>   | Martinsburg Cleaners<br>742 N. Foxcroft Avenue<br>Martinsburg, WV 25401 |   |                    |                       |
|    |   |   |                    |                       |

## Attachment 7 – Non-Itemized Receipt

**Clean'n'Press**  
 186 E. Marie Ave.  
 West St. Paul, MN 55118


| customer's order no.      |   | phone  | date 4-13-2021                           |        |
|---------------------------|---|--|--|--------|
| name Woodbury High School |   |  |  |        |
| address                   |   |  |  |        |
| city, state, zip          |   |  |  |        |
| sold by                   |   | cash <input type="checkbox"/> charge <input type="checkbox"/><br>c.o.d. <input type="checkbox"/> on acct. <input type="checkbox"/> | shipping information CNP<br>651-450-4569 |        |
| quantity                  | description   |  | price                                    | amount |
| 1                         | Dry Cleaning Uniforms   |  |  |        |
| 2                         |   |  |  |        |
| 3                         | 35  | Sport Coats  | 6.29                                     | 220.15 |
| 4                         | 44  | Trousers   | 6.29                                     | 276.76 |
| 5                         | 22  | Shirts   | 3.19                                     | 70.18  |
| 6                         | 9   | Blouses (fitted)   | 3.19                                     | 28.71  |
| 7                         | 12  | Hats   | 4.50                                     | 54.00  |
| 8                         | 4   | Jackets  | 10.29                                    | 41.16  |
| 9                         | 4   | Vest-Liners  | 3.00                                     | 12.00  |
| 10                        | 15  | Flags  | 4.50                                     | 67.50  |
| 11                        |   |  |  |        |
| 12                        | Clean'n'Press<br>186 E. Marie Ave.<br>West St. Paul, MN 55118 |  | No tax                                   |        |
| 13                        | Total →   |  | \$                                       | 770.46 |
| 14                        | Thank you for your Support!                                   |  |  |        |

**This receipt may be used to show itemization, however it may not be used as an receipt of payment.**

**Dry Cleaners receipts of itemization must have the vendors name and complete address, must include the quantity, description, unit cost and extended cost of items being cleaned.**



## Attachment 8 - Lodging Receipt



**Days Inn**

**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

*O&M Lodging*

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**Folio (Detailed)**

|  |                                  |
|--|----------------------------------|
| Name: FIELD TRIP, AFJ ROTC                             | Confirmation Number: 18811558    |
|  | Account Number: 724-476917       |
| Address: 210 TUSCULUM BLVD<br>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.

---

| 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>NOT Refund</i> | ROOM CHARGE [490-145553:218] <i>Chapirone</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&amp;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](http://www.wyndhamrewards.com) or call 1-866-WYN-RWDS.

**Cadet maximum is \$30.00 per night.**

**Instructors must consult DTMO website for current Pier Diem rates.**

**No dates or Invoice Numbers may be altered. Any adjustments/alterations that must be made on source documents to item line or receipt total WILL have a single line drawn through it, initialed, and an explanation of why the change.**

**Attachment 9 - Transportation (Commercial)****American Motorcoaches**

4846 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       |               |            |           |          |
| <b>Route:</b> From: Eustis High School/ AFROTC<br>1300 E. Washington Avenue<br>Eustis, Florida 32726<br>(352)357-4147<br><br>To: Kennedy Space Center Visitor's Complex<br>SR 405<br>Kennedy Space Center, Florida 32899<br>(866)737-5235<br><br>To: Hold*<br><br>To: Depart back to school at 4:30 pm. |                |                  |                           |          |               |            |           |          |
|   | ChargeTypeName | Description      |                           | Quantity | UnitPriceRate |            |           | \$750.00 |
|   |                |                  |                           |          |               |            |           | \$750.00 |



Total: \$750.00

Amount Paid: \$750.00

**Amount Due: \$0.00**

**Attachment 10 - Fuel Receipt**

WELCOME TO  
 FRIENDS FOOD MART  
 1368 N MAIN ST  
 MANSFIELD OHIO 44903  
 419-526-0175

TP39201832-001  
 N MAIN ST VALERO  
 1368 N MAIN ST  
 MANSFIELD OH 4490

DATE 11/03/17  
 TIME 9:48 PM  
 AUTH# 001814

VISA  
 ACCOUNT NUMBER  
 XXXX XXXX XXXX 3271  
 BRADLEY/MONROE A

PUMP PRODUCT PPG  
 06 UNLD \$2.699

GALLONS TOTAL  
 5.066 \$13.67

BP  
 151 Union Street  
 NEWARK OH 43055

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

PUMP# 7  
 UNLEADED 20.166G  
 PRICE/GAL \$2.659  
 FUEL TOTAL \$ 53.62  
 CREDIT \$ 53.62

BP BRND MKTR  
 XXXXXXXXXXXXX0455  
 Auth #: 917675  
 Odometer: 18528  
 Ref: 75644001  
 Resp Code: 000  
 Term ID: 00007  
 Stan: 2908396393  
 SITE ID: 9129552  
 REWARD

You must annotate the schools Mileage rate on the receipt.

These are non-zero balance receipts. You must annotate "Received", "Paid in full" then sign and date the receipt.

## Attachment 11 - WINGS Request Detail (Single Event, Multiple Line Items)

| Request Details  |  | Find                 | First                        | 1-4 of 4              | Last   |
|--|--|----------------------|------------------------------|-----------------------|--------|
| Service Date   | 11/18/2017                                   | Line                 | 1                            |                       |        |
| Description  | Huntsville Museum Entry Fee                  |                      |                              |                       |        |
| *Tracking Cat  | Unit O&M                                     | Requested Amt        | 455.00                       | Amt Paid              | 455.00 |
| <p>All 4 lines represent one event.<br/>All required paperwork included in one attachment</p>  |  |                      |                              |                       |        |
| Service Date   | 11/18/2017                                   | Line                 | 2                            |                       |        |
| Description  | Huntsville Lodging for instructor and cadets |                      |                              |                       |        |
| *Tracking Cat  | CIA Lodging                                  | Requested Amt        | 829.00                       | Amt Paid              | 829.00 |
| <p>Because instructor lodging and cadet lodging are calculated in different ways, you must separate this item into two different lines using the proper tracking category.</p> |  |                      |                              |                       |        |
| Service Date   | 11/17/2017                                   | Line                 | 3                            |                       |        |
| Description  | Huntsville Cdets Meals                       |                      |                              |                       |        |
| *Tracking Cat  | CIA MEALS                                    | Requested Amt        | 511.00                       | Amt Paid              | 511.00 |
| Service Date   | 11/17/2017                                   | Line                 | 4                            |                       |        |
| Description  | Huntsville Transportation                    |                      |                              |                       |        |
| *Tracking Cat  | CIA Transportation                           | Requested Amt        | 876.01                       | Amt Paid              | 876.01 |
| <a href="#">Add Attachment</a>   |  |                      |                              |                       |        |
| Attached File  | Description                                  | View                 | Attached by                  | Last Update Date/Time |        |
| Huntsville_ CIA_ Trip_Line 1-4.pdf   | MFR (34)/Roster/Meals/Trans                  | <a href="#">View</a> | MSgt Durden, Marcus TN-20026 | 11/29/17 11:34:16AM   |        |



## Attachment 12 - SAM.gov Registration (UEI/CAGE Code)

**UEI/CAGE Code:** DFAS has mandated that all payments be made by Electronic Funds Transfer (EFT) via the Unique Entity Identifier (UEI) and Commercial & Government Entities (CAGE) Code process. Your UEI/CAGE code must be renewed annually NLT 30 days prior to the expiration date. Units are required to report, via email, the new expiration date to Holm Center/SDFA: [jrotc.reimbursements@au.af.edu](mailto:jrotc.reimbursements@au.af.edu). Failure to report the new expiration date will delay reimbursement requests, as payment from the Defense Finance Accounting Service (DFAS) payment will reject. Units should notify the appropriate UEI/CAGE POC when reimbursement requests are submitted in WINGS, as to give the bookkeeper a “heads up” of incoming funds from DFAS. EFT deposits are not easily identified as AFJROTC reimbursements but may show as “DFAS” within the notification.

**System for Award Management (SAM)** SAM.gov is an official website of the Federal Government used for electronic reimbursements to a school/district. It is managed by General Services Administration (GSA). Holm Center Finance/SDFA Accounting Technicians go there to ensure unit UEI/CAGE Code registration is up to date. Units must have an active registration in SAM.gov to do business with the Federal Government. Registration is FREE but requires a little time to set up. Some individuals will be required to provide a notarized letter affirming that they represent the entity (school/district) in question. You will receive a request for this letter if it is required in your case. Any attempt to solicit payment for registration is fraudulent. All payments are via Electronic Funds Transfer (EFT) unless there is a problem with your school’s banking information. In this case, a paper check may be issued. Payments are never sent directly to instructors. The Holm Center does not maintain anything on SAM.gov...they are users just like you. But they can go there to ensure your registration is up-to-date.

The UEI/CAGE Codes are used in lieu of your bank routing and account numbers. It is very difficult to retrieve funds that go to the wrong account. So, registration must be precise as to ensure funding is received to the correct entity.

Use the instructions below to register/re-register for the SAM.gov account. Also, reference WINGS Published Files, Resource and Budget folder for more information.

**Create a Login.gov account:** Before accessing SAM.gov you must have a Login.gov account.

1. Navigate to the Login.gov Homepage: [www.login.gov](http://www.login.gov)
2. Select “Manage Account.”
3. Select “Create an account.” If you are an existing SAM user, use the same email address you registered with in SAM.gov so we can automatically link your SAM.gov profile to your login.gov account. If you use a different email address, we won't be able to automatically link your profile.

### Logging into SAM.gov:

1. Navigate to [SAM.gov](http://SAM.gov).
2. Select the “Sign In” button in the upper right corner. Select “Accept” to accept the US Government System terms.
3. After selecting “Accept,” the system will direct you to Login.gov. Enter your login.gov credentials and select “Sign In.” You may be prompted to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.) Note: If you do not already have a Login.gov account, please create an account (see paragraph 8.3.1.2.).
4. After signing in, the system will redirect you to your SAM.gov workspace.

**To view an entity's SAM registration:** Anyone may check the status of an entity registration once they are logged into SAM.gov if you have a role assigned to the entity registration, or if the email address on your account is recognized as a federal government email address. If you know the UEI/CAGE Code for an entity, you can check the status by following these steps:

1. Log on to [SAM.gov](http://SAM.gov).
2. After signing in, the system will redirect you to your SAM.gov workspace.
3. Select the Search tab.
4. Enter the entity's UEI/CAGE code, or Entity Name in the search box.
5. Click the search icon. If it locates the desired entity, the registration status will show next to the entity name. If nothing is displayed, try selecting the inactive box on the bottom left.

**Note:** If the entity's administrator has chosen not to provide SAM.gov Search Authorization, the record will not appear in

the public search display. Only federal government users, whose e-mail address ends in .mil, .gov, .si.edu, .dodea.edu, or uh.us.edu will be able to view the registrations.

**To renew/update your entity's SAM registration, you must be an administrator assigned to the entity.** If no one in your organization has the Entity Administrator role in SAM.gov, you can appoint a new one by submitting a letter to the Federal Service Desk (FSD). You must renew your registration every 365 days for it to remain active.

1. Log onto SAM.gov.
2. On the “Entity Management” widget in the Workspace, select the icon above “Active” to display a list of your active registrations.
3. Locate the entity record you want to update, select the three dots (the Actions menu) near the expiration date, and select “Update” from the menu.
4. Select to either update your points of contact or to update/renew your entire registration. The update/renew option will make your registration active for the next year. Once you submit an update, you cannot make changes until the submitted registration is processed.
5. If you select to update/renew your registration, you must review, and if needed, update each section of your entity registration.
6. After completing each section select “Submit.”
7. Review, then confirm your submission. SAM.gov will send an email when your registration is submitted and again when the update is processed.

**To register a new entity on SAM.gov, follow these steps:**

In order to help you identify payments that your school/district will receive, we recommend that your entity registration name be similar to:

**Holm Center HS AFJROTC AF-001**  
**UNCLE SAM HS AFJROTC AF-002**  
**TENNESSEE VOLS HS AFJROTC AF-003**

**U.S. REGISTRANTS:** You will need your Taxpayer Identification Number (TIN) and Taxpayer Name (associated with your TIN), your bank's routing number, your bank account number, and your bank account type (i.e. checking or savings) to set up Electronic Funds Transfer (EFT).

**INTERNATIONAL REGISTRANTS:** You will need your NATO Commercial and Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA). If you don't have one, you can request a NCAGE Code online for free at: [www.nato.int/structur/ac/135/welcome.htm](http://www.nato.int/structur/ac/135/welcome.htm)

1. Log onto SAM.gov.
2. On the “Entity Management” widget in the Workspace, select the “Get Started” button.
3. On the next page, select the “Register Entity” button.
4. After entering and reviewing your information, select the “Submit” button. You will receive a “Registration Submitted – Confirmation” message on the screen. If you do not see this message, you have not submitted your registration.

**How do I check the status of my entity registration?**

1. You must have a role with an entity. You can also check the status of an entity's registration as a federal user. If none of these is the case, you cannot check an entity's registration status.
2. Log onto SAM.gov.
3. From the home page, select the "Check Registration Status" button. The page is also linked in the footer of all pages on SAM.gov.
4. Enter a Unique Entity ID or CAGE Code and select "Search." The entity's registration status will display below.  
**Help resources** can be found at [sam.gov/content/help](https://sam.gov/content/help) or by going directly to [www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp). You can search the FSD knowledge base anytime or request help from an FSD agent.

GSA Contact for SAM.gov

Hours of Operation: Monday - Friday 0800 to 2000 Eastern

U.S. calls: 866-606-8220

International calls: +1 334-206-7828

DSN: 94-866-606-8220

# Attachment 13 – How to Order Through GSA Global Supply & GSA Advantage

From 3 sources

Includes:

4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

POWER SUPPLY

Description

CORDEX XP SERIES POWER SUPPLY - XP SERIES POWER SUPPLY - POWER SUPPLY XP SERIES FOR USE WITH TOUGHPIX 2304 - EQUAL TO 12MT63

Contractor:

GSA Global Supply

POWER SUPPLY SWITCHING POWER SUPPLY

Description

GAI-TRONICS 40411-004 - POWER SUPPLY SWITCHING POWER SUPPLY - POWER SUPPLY SWITCHING POWER SUPPLY 120V OR 240V REQUIRES USED WITH GAI-TRONICS 295 CLEAN PHONES INSTALLATIONS - EQUAL...

Contractor:

GSA Global Supply

POWER SUPPLY SWITCHING POWER SUPPLY

Description

GAI-TRONICS 40411-004 - POWER SUPPLY SWITCHING POWER SUPPLY - POWER SUPPLY SWITCHING POWER SUPPLY 120V OR 240V REQUIRES USED WITH GAI-TRONICS 295 CLEAN PHONES INSTALLATIONS - EQUAL...

Contractor:

GSA Global Supply

SUPPLY HOSE FOR SUPPLIED AIR RESPIRATORS

Description

3M 30020-050 - SUPPLY HOSE FOR SUPPLIED AIR RESPIRATORS - SUPPLY HOSE - EQUAL TO G3871988

Contractor:

GSA Global Supply

SUPPLY HOSE FOR SUPPLIED AIR RESPIRATORS

Description

3M 30020-050 - SUPPLY HOSE FOR SUPPLIED AIR RESPIRATORS - SUPPLY HOSE - EQUAL TO G3871988

Contractor:

GSA Global Supply

Make sure all items have this blue bar for Global Supply



# How to order through GSA Advantage

First start by signing in.


The screenshot shows the GSA Advantage! Online Shopping homepage. At the top, there's a navigation bar with links: My Account, NSN Ordering, Get Quotes, Help, Register, and Login. Below this is a search bar with a 'Go' button and a 'Advanced' link. The main content area features a large banner that says 'You Can Help GSA Deliver Faster' with a 'learn more' button. To the left is a 'Products' sidebar with categories like Building & Industrial, Electronics & Technology, Facilities & Supplies, Furniture & Furnishings, Janitorial & Sanitation Supplies FSSI (BIC), Law Enforcement, Fire & Security, Maintenance, Repair & Operations FSSI (BIC), Office Equipment, Office Supplies, Office Supplies & Equipment FSSI (BIC), Scientific & Medical, Tools, Paint & Recreational, and Vehicles & Equipment. Below the products sidebar is a 'Services' section with links to About Buying Services, Energy Services, Environmental Services, Facilities Maintenance/Management Services, Furniture Services, Human Capital Services, Office Services, Professional Services, and Security & Law Enforcement. The right side of the page has a 'Special Programs' section with links to Environmental Products, Disaster Relief & Pandemic Products, Ability One Products, GSA AdvantageSelect, Laptop and Desktop Computers, Security Related Products, GSA eBuy, and Buying Services? Check out eBay. Below this is a 'Strategic Sourcing' section with a dropdown menu for Products and Services, and a link to View All Strategic Sourcing Offerings. At the bottom, there are links for State & Local, Contractors, and Help.

# How to order through GSA Advantage

Use the search bar to search for your items.

The screenshot shows the GSA Advantage! Online Shopping search results page for the query 'highlighter'. The search bar at the top shows the search term 'highlighter' and a 'Go' button. The results are displayed in a grid format. The first result is 'HIGHLIGHTERS' by SAN1780476, priced from \$3.71, with 66 sources. The second result is 'HIGHLIGHTERS' by BICBLP51WASST, priced from \$1.78, with 100 sources. The third result is '7520015548208 RETRACTABLE HIGHLIGHTER, C' by 59402, priced from \$8.25, with 88 sources. The fourth result is 'HIGHLIGHTERS' by 7520012017791, priced from \$8.25, with 88 sources. The left sidebar shows a list of categories including Office Supplies, Facilities & Supplies, Building & Industrial, Office Equipment, Electronics & Technology, Furniture & Furnishings, Tools, Paint & Recreational, Manufacturers/Brands, and Photos. The top navigation bar includes links for My Account, NSN Ordering, Get Quotes, Help, and Logout.

# How to order through GSA Advantage



Mail - HQ-CreditCard@AFIRO... AFP Home Product Detail Oracle PeopleSoft Sign-in

**GEL HIGHLIGHTER, BULLET TIP, YELLOW, 4/PK**

Mfr Part No.: SAN1780476  
 Contractor Part No.: SAN1780476  
 Manufacturer: SANFORD  
 Contract No.: GS-02F-0229R (ends: Sep 19, 2020)  
 HKS schedule/SIN: 75/75 200  
 Warranty: STANDARD WARRANTY  
 Country of Origin: REPUBLIC OF SOUTH KOREA  
 Weight: 1.000 LB.

**Related Products**

47076 From \$3.36 [Check Link](#)

SAN30051 From \$15.53 [Check Link](#)

**When choosing the item, please be sure that you are meeting the minimum requirements for that vendor.**

**Make sure that all office supplies meet FSSI requirements.**


**Compare Avail**

Quantity:  Price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor i list below.

**Top 40:**

| Price/Unit     | Feat | Contractor               | Socio | Green | Photo | Deliv Days           | Min Order | FOB/Shipping       |
|----------------|------|--------------------------|-------|-------|-------|----------------------|-----------|--------------------|
| \$3.71 PK 1 EA |      | <b>SUPPLIES NOW</b>      | 5     |       |       | 5 days delivered ARO | \$50.00   | D-CONUS/O-AK,PR,HI |
| \$4.63 PK 4 EA |      | W.B. MASON CO., INC.     | 0     |       |       | 3 days delivered ARO | \$25.00   | D-CONUS/O-AK,PR,HI |
| \$4.71 PK      | FSSI | Noble Supply & Logistics | 5     |       |       | 4 days delivered ARO | \$100.00  | D-CONUS/O-AK,PR,HI |

# How to order through GSA Advantage



Mail - HQ-CreditCard@AFIRO... AFP Home Shopping Cart

**AIR FORCE Advantage! Online Shopping**

Shop by Category Search Products

Home > Shopping Cart

**Shopping Cart**

**NOTES:**  
 OS-2 PREMIER & COMPANIES, INC. (47QSEA20D0043) offers order discounts for FSSI Office additional items from this contract. To view the order discount levels, click on the contra

[Continue Shopping](#) [Update](#) [Park Cart](#)

**Notes** DOCUMENT IMAGING DIMENSIONS, INC. (47QSEA19D00B9)

| Notes  | DOCUMENT IMAGING DIMENSIONS, INC. (47QSEA19D00B9) | Direct Delivery | Qty                       | Price           | Sub Total |
|--|---|-----------------|---------------------------|-----------------|-----------|
| GEL HIGHLIGHTER, BULLET TIP, YELLOW, 4/PK SAN1780476 | 4 days delivered ARO                              | 10              | \$5.00 PK [reduce price]  | \$50.00         |           |
| Mfr: SANFORD   |   |                 |                           |                 |           |
| PEN, RB, GEL, G2, ULTRA-FN, BK PIL31277              | 4 days delivered ARO                              | 4               | \$13.08 DZ [reduce price] | \$52.32         |           |
| Mfr: PILOT CORP. OF AMERICA                          |   |                 |                           |                 |           |
| <b>Sub Total:</b>                                    |   |                 |                           | <b>\$102.32</b> |           |

**Notes** PREMIER & COMPANIES, INC. (47QSEA20D0043)

| Notes   | PREMIER & COMPANIES, INC. (47QSEA20D0043) | Direct Delivery | Qty                       | Price          | Sub Total |
|---|---|-----------------|---------------------------|----------------|-----------|
| COPY PAPER, 92 BRIGHT WHITE, 5000 SHEETS 7530-01-503-8441 | 2 days delivered ARO                      | 1               | \$60.11 BX [reduce price] | \$60.11        |           |
| Mfr: ABILITY ONE  |   |                 |                           |                |           |
| <b>Sub Total:</b>   |   |                 |                           | <b>\$60.11</b> |           |

**Cart Summary**

Total: \$162.43 [Checkout](#)

**Shopping Cart Notes**

- Removing Items
- Changing the Unit Price
- Payment Methods
- Shipping
- Saving your Shopping Cart

**Once you have added all of your items to the cart please take a screen shot of this page!**

# How to order through GSA Advantage

**AIR FORCE Advantage!**  
Online Shopping

Welcome **TIKEYA STRONG** My Account | NSN Ordering | Get Quotes | Help | Logout  
A service of the U.S. General Services Administration

Shop by Category | Search | Products | Go | Advanced



Home > Shopping Cart

## Shopping Cart

**NOTES:**  
OS-2 **PREMIER & COMPANIES, INC. 47QSEA20D0043** offers order discounts for FSSI Office Supplies. To meet the order discount levels you can increase the quantity of the listed items, or shop contract. To view the order discount levels, click on the contractor name above.

[Continue Shopping](#) [Update Cart](#) [Park Cart](#) [Get a Quote \(eBuy\)](#)

**Notes** **DOCUMENT IMAGING DIMENSIONS, INC. (47QSEA19D0089)**

|   |  |   |        |                              |                 |                        |
|---|--|---|--------|------------------------------|-----------------|------------------------|
|  | GEL HIGHLIGHTER, BULLET TIP, YELLOW, 4/PK SAN1780476 | Direct Delivery<br>4 days - delivered ARO | Qty 10 | \$5.00 PK<br>[reduce price]  | \$50.00         | <a href="#">Remove</a> |
| Mfr: SANFORD  |  |   |        |                              |                 |                        |
|  | PEN, RB, GEL, G2, ULTRA-FN, BK PIL31277              | Direct Delivery<br>4 days - delivered ARO | Qty 4  | \$13.08 DZ<br>[reduce price] | \$52.32         | <a href="#">Remove</a> |
| Mfr: PILOT CORP. OF AMERICA   |  |   |        |                              |                 |                        |
| <b>Sub Total:</b>   |  |   |        |                              | <b>\$102.32</b> |                        |

**Notes** **PREMIER & COMPANIES, INC. (47QSEA20D0043)**

|      |                                    |                 |  |            |         |                                    |
|------|------------------------------------|-----------------|--|------------|---------|------------------------------------|
| OS-2 | COPY PAPER, 92 BRIGHT, WHITE, 5000 | Direct Delivery |  | \$60.11 BX | \$60.11 | <a href="#">Get a Quote (eBuy)</a> |
|------|------------------------------------|-----------------|--|------------|---------|------------------------------------|

Next, you will need to park your cart.

# How to order through GSA Advantage

**AIR FORCE Advantage!**  
Online Shopping

Welcome **TIKEYA STRONG** My Account | NSN Ordering | Get Quotes | Help | Logout  
A service of the U.S. General Services Administration

Shop by Category | Search | Go | Advanced

Home > Save Park Cart

## Park a Cart

**Please Note:** Prices are subject to change without notice.

**Instructions:** You must assign a name to your cart. You also have the option of assigning a password. If the name you assign matches the exact name of a cart in "Your current parked carts" list, then the contents of the parked cart will be overwritten by the contents of the new cart.

**Cart Information**

Cart Name:  (optional)

Cart Password:  (optional)

☐ clear my Shopping Cart after parking

[Park Cart](#)

**Your Current Parked Carts**

| Cart #  | Cart Name                               | Last Updated |
|---------|---|--------------|
| 5303683 | supplies                                | 03/04/2020   |
| 4955894 | 35853                                   | 04/09/2019   |
| 4940374 | Saved Shopping Cart 03/29/2019 02:57 PM | 03/29/2019   |
| 4934852 | 665                                     | 03/27/2019   |
| 4932049 | 54                                      | 03/27/2019   |
| 4929978 | jghf                                    | 03/26/2019   |
| 4929848 | lolo                                    | 03/26/2019   |

**After you have named your cart you will then park it.**

**Do NOT add a password!**


**The cart name is only for your reference. You can choose any name.**

This is a U.S. General Services Administration system. This system is subject to monitoring for network security.

\*\*\* WARNING \*\*\*  
ONLY: This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary including criminal prosecution. Privacy and Security (either authorized or unauthorized) have no explicit or implicit expectation of privacy. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. This system is not authorized for the processing or storage of classified information.



# How to order through GSA Advantage



Welcome **TIKEYA STRONG** My Account | NSN Ordering | Get Quotes | Help | Logout  
A service of the U.S. General Services Administration

Shop by Category Search Products Go Advanced

Home > My Park Cart

## Manage My Parked Carts

**Retrieve Parked Cart**  
Instructions: To retrieve a cart someone has for you, enter the Cart Number below then click Retrieve. You may also be required to enter a cart password if one was assigned.

Cart #  (if necessary)


**My Parked Carts**  
Instructions: Click the Cart # to view the cart details, or add or change a cart's password. You may click on the header names to sort your cart list.

| Cart #  | Cart Name                               | Last Updated | Password | Remove                                |
|---------|---|--------------|----------|---------------------------------------|
| 5358814 | Supplies                                | 04/30/2020   | No       | <input type="button" value="Remove"/> |
| 5303683 | supplies                                | 03/04/2020   | No       | <input type="button" value="Remove"/> |
| 4955894 | 35853                                   | 04/09/2019   | No       | <input type="button" value="Remove"/> |
| 4940374 | Saved Shopping Cart 03/29/2019 02:57 PM | 03/29/2019   | No       | <input type="button" value="Remove"/> |
| 4934852 | 665                                     | 03/27/2019   | No       | <input type="button" value="Remove"/> |
| 4932949 | S4                                      | 03/27/2019   | No       | <input type="button" value="Remove"/> |
| 4929978 | jfghf                                   | 03/26/2019   | No       | <input type="button" value="Remove"/> |
| 4929848 | loio                                    | 03/26/2019   | No       | <input type="button" value="Remove"/> |

Home | My Account | Order History | Logout | Help | Reports | GSA eLibrary | GSA eBuy | News | Acquisition Gateway

\*\*\* WARNING \*\*\*  
This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action and criminal prosecution.

# How to order through GSA Advantage



**JROTC Finance**

Expense Payment | Budget | Status History

Request ID: NEW Status: Proposed

\*Org ID: 1560 AL-20021 - Bob Jones High School Requested: 162.43  
256/772-2547 Paid

\*Pmt Method: HQ Credit Card Request Date: 04/30/2020 Requested by: SrA Strong, Tikeya JROTC  
Submit Date: Verification Date

**Request Details** Find First 1-2 of 2 Last

\*Service Date: 04/30/2020 to 04/30/2020 Line 1 Vendor Contacted ☐  
Description: Highlighters & Pens HQ Paid ☐  
Reconciled ☐

\*Tracking Cat: Unit O&M Requested Amt: 102.32  
Vendor: Document Imaging POC:   
Name:  Resrv/Confirmation #: 5358814  
Phone:  CCard Auth   
Fax Number:   
\*Contact By: 05/04/2020 Card ID Tag:  0.00

\*Service Date: 04/30/2020 to 04/30/2020 Line 2 Vendor Contacted ☐  
Description: Copy paper HQ Paid ☐  
Reconciled ☐

\*Tracking Cat: Unit O&M Requested Amt: 60.11  
Vendor: Premier & Companies POC:   
Name:  Resrv/Confirmation #:   
Phone:   
Fax Number:   
\*Contact By: 05/04/2020

After you finish the GSA steps, you will then begin to create your WINGS request.

## How to order through GSA Advantage

< JROTC
JROTC Finance
Home

**Expense Payment**

Credit Card

Expense Payments | Budget / Status History

Request ID: NEW

\*Org ID: 1560

\*Pmt Method: HQ Credit Card

Request Date: 04/30/2020

Submit Date:

Status: Proposed

AL-20021 - Bob Jones High School

256/772-2547

Requested by: SrA Strong, Tikeya JROTC

Verification Date:

Submit

Cancel Request

Requested: 162.43

Paid:

**Request Details**

\*Service Date: 04/30/2020 to 04/30/2020 Line 1

Description: Highlighters & Pens

\*Tracking Cat: Unit O&M Requested Amt: 102.32

\*Vendor: Document Imaging POC

Name: Phone: Resrv/Confirmation #: 5358814

Fax Number:

\*Contact By: 05/04/2020

Card ID Tag: 0

CCard Auth

Vendor Contacted: ☐ HQ Paid: ☐ Reconciled: ☐

\*Service Date: 04/30/2020 to 04/30/2020 Line 2

Description: Copy paper

\*Tracking Cat: Unit O&M Requested Amt: 60.11

\*Vendor: Premier & Companies POC

Name: Phone: Resrv/Confirmation #

Fax Number:

\*Contact By: 05/04/2020

Add Attachment

Please be sure to create a details box for each vendor that is being used within GSA. (NOT each item)

## How to order through GSA Advantage

< JROTC
JROTC Finance
Home

**Expense Payment**

Credit Card

Expense Payments | Budget / Status History

Request ID: NEW

\*Org ID: 1560

\*Pmt Method: HQ Credit Card

Request Date: 04/30/2020

Submit Date:

Status: Proposed

AL-20021 - Bob Jones High School

256/772-2547

Requested by: SrA Strong, Tikeya JROTC

Verification Date:

Submit

Cancel Request

Requested: 162.43

Paid:

**Request Details**

\*Service Date: 04/30/2020 to 04/30/2020 Line 1

Description: Highlighters & Pens

\*Tracking Cat: Unit O&M Requested Amt: 102.32

\*Vendor: Document Imaging POC

Name: Phone: Resrv/Confirmation #: 5358814

Fax Number:

\*Contact By: 05/04/2020

Card ID Tag: 0

CCard Auth

Vendor Contacted: ☐ HQ Paid: ☐ Reconciled: ☐

\*Service Date: 04/30/2020 to 04/30/2020 Line 2

Description: Copy paper

\*Tracking Cat: Unit O&M Requested Amt: 60.11

\*Vendor: Premier & Companies POC

Name: Phone: Resrv/Confirmation #

Fax Number:

\*Contact By: 05/04/2020

Add Attachment

Remember we can only open PDF. Please make sure when you save your GSA Cart that is saved as a PDF.

Attached File: GSA\_Cart.pdf

Description: View

Attached by: View: SrA Strong, Tikeya JROTC

Last Update Date/Time: 04/30/20 11:59:38AM

HQ Comments

Unit Comments

Save

Submit

AFJROTC HQ Finance Guide

Click here to add the screen shot of your parked cart.



## How to order through GSA Advantage

< JROTC
JROTC Finance

**Expense Payment**

**Credit Card**

\*Contact By: 05/04/2020

Card ID Tag: 0.00

\*Service Date: 04/30/2020 to 04/30/2020 Line 2

Description: Copy paper

\*Tracking Cat: Unit O&M Requested Amt: 60.11

\*Vendor: Premier & Companies POC

Name Phone Resrv/Confirmation #

Fax Number

\*Contact By: 05/04/2020

**Add Attachment**

| Attached File | Description | View | Attached by              | Last Update Date/Time |
|---------------|-------------|------|--------------------------|-----------------------|
| GSA_Cart.pdf  |             | View | SrA Strong, Tikeya JROTC | 04/30/20 11:59:38AM   |

HQ Comme

Unit Comments

**Save**

After attaching your screen shot, please be sure to add the parked cart # and the schools shipping address to the Unit Comments section.

AFJROTC HQ Finance Guide

## How to order through GSA Advantage

< JROTC
JROTC Finance

**Expense Payment**

**Credit Card**

Request ID: NEW Status: Proposed **Submit** **Cancel Request**

\*Org ID: 1560 AL-20021 - Bob Jones High School 256/772-2547 Requested: 162.43

\*Pmt Method: HQ Credit Card Paid

Request Date: 04/30/2020 Requested by: SrA Strong, Tikeya JROTC

Submit Date Verification Date

**Request Details**

\*Service Date: 04/30/2020 to 04/30/2020 Line 1

Description: Highlighters & Pens

\*Tracking Cat: Unit O&M Reques

\*Vendor: Document Imaging

Name Phone Resrv/Confirmation #

Fax Number

\*Contact By: 05/04/2020

Card ID Tag: 0.00

\*Service Date: 04/30/2020 to 04/30/2020 Line 2

Description: Copy paper

\*Tracking Cat: Unit O&M Requested Amt: 60.11

\*Vendor: Premier & Companies POC

Name Phone Resrv/Confirmation #

Fax Number

\*Contact By: 05/04/2020

**Add Attachment**

After you have completed all of the GSA steps and have added everything to your WINGS request, you will then submit your request for processing.

## How to order through GSA Advantage

Now you will notice the status has changed to "Submitted to HQ".

Once we have processed the order your request will be marked "Vendor Contacted", and we will attach a paid receipt from GSA. **You will then have 30 days to provide us with a copy of the GSA receipt that we attach, with "items received" written next to each item.**

**\*If you do not receive an item please let us know so that we can make updates to your request.**

The screenshot shows the WINGS system interface. The top navigation bar includes 'Home | Worklist | Add to Favorites | Sign out'. The left sidebar contains a 'Menu' with categories like 'My Favorites', 'Cadet Data', 'People', 'Personnel Actions', 'Selection Boards', 'Organizations', 'Financials', 'Reports', 'Published Files', 'SMR', 'Self Service', 'Training', 'Customer Service', 'Suspense Tracking', 'Recruiting / Admissions', 'WINGS Setup', 'Worklist', 'Reporting Tools', 'PeopleTools', 'Change My Password', and 'My Personalizations'. The main content area shows the 'Expense Payments' tab selected. The 'Request ID' is 11-01343, and the 'Status' is 'Submitted to HQ'. Other details include 'Org ID' 1569, 'Request Date' 12/16/2010, 'Submit Date' 01/06/2011, 'Request Details' with 'Service Date' 12/14/2010, 'Description' 'Alterations', and 'Tracking Cat' 'UA (ALTERATION)'. Buttons for 'Verified', 'Return', and 'Cancel / Decline' are visible.

## How to order through GSA Advantage

\*\*\*If your status is marked "RETURNED" this means that there is something wrong with your request and you will need to scroll to the bottom of the page and read what is in HQ Comments. Please make the necessary changes and remember to press the "SUBMIT" button so that it will appear in the queue to be worked. If your request is in "Proposed" or "Returned" status HQ will not see the request nor be able to work them. Always remember to press the "SUBMIT" button.\*\*\*

The screenshot shows the WINGS system interface with the 'Expense Payments' tab selected. The 'Request ID' is 11-00222, and the 'Status' is 'Returned'. Other details include 'Org ID' 2194, 'Request Date' 10/22/2010, and 'Submit Date' 11/1/2010. A table shows 'Requested' 300.00 and 'Paid' 300.00. The 'Inv Dt' is 10/22/2010. The 'Request' was created by 'LtCol Gagajewski, Walter SC022'. Buttons for 'Submit' and 'Cancel Request' are visible.



## Common Errors

- **Not creating a separate details box for each vendor.**
- **Creating additional requests, instead of clicking on the + sign and adding a new line.**
- **Trying to purchase unauthorized items.**
- **Adding a password to your GSACart.**
- **Not providing the parked cart#.**
- **Not providing a screen shot of the cart.**
- **Forgetting to re-submit the request after it has been returned.**