

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) 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).** 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. Direct all questions for HQ credit card requests to HQ Logistics at 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. Direct all questions for credit card requests to HQ Logistics at 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.

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.

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.

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) 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.

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 ten 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

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

Personalize Content

Menu

- My Favorites
- People
- Organizations
- Financials
- Reports
- Published Files
- Self Service
- Customer Service
- Suspense Tracking
- WINGS Setup
- Worklist
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

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	17540	3432.88	14207.12
NJ-861 - East Orange Campus High School	2010	O&M	9000	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
10-02927	HQ Credit Card	Headquarters Paid
10-02929	HQ Credit Card	Headquarters Paid
10-02836	HQ Credit Card	Vendor Contacted
10-02758	HQ Credit Card	Headquarters Paid

How to create A Wings Credit Card Request

The screenshot shows the WINGS system interface. On the left is a navigation menu with categories like 'My Favorites', 'Cadet Data', 'People', 'Personal Actions', 'Selection Boards', 'Organizations', 'Financials', 'Reports', 'Published Files', 'SMR', 'Self Service', 'Training', 'Customer Service', 'Suspense Tracking', 'Recruiting / Admissions', 'WINGS Setup', 'Worklist', 'Reporting Tools', and 'People Tools'. The main content area is titled 'JROTC Expense Payment' and contains a search form. A callout bubble with the text 'Click on Add a New Value' points to the 'Add a New Value' link in the search options. The search form includes fields for 'Request ID: begins with', 'Organizational ID: begins with', 'Organization: begins with', 'Payment Method', and 'Request Status'. There are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

How to create A Wings Credit Card Request

The screenshot shows the WINGS system interface for a specific 'JROTC Expense Payment' request. The request ID is 'NEW' and the status is 'Proposed'. The organization is 'AL-951 - Prattville High School' with Org ID '1569'. The payment method is 'Check or EFT'. The request date is '12/14/2010' and the requested amount is '0.00'. A callout bubble with the text 'Status is in Proposed' points to the 'Proposed' status dropdown. The interface includes a 'Submit' button and a 'Cancel Request' link. Below the request details is a table for 'Request Details' with columns for 'Service Date', 'Line', 'Description', 'Tracking Cat', and 'Requested Amt'.

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
 *Org ID: 1554 AK-041 - High School 90748-01
 *Pmt Method: HQ Credit Card
 Request Date: 09/18/2011 Requested by: Civ Hutto, Russell SOF
 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: [] Card ID Tag: []
 Buttons: Submit, Cancel Request, CCard Auth, Add Attachment

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
 Buttons: Add Attachment, Submit

How to create A Wings Credit Card Request

WINGS
 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.

Request Date: 09/07/2011
 Submit Date: 09/07/2011
 Request Details: CIA MEALS for 20 cadets
 *Service Date: 09/07/2011 to 09/07/2011
 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
 Resrv/Confirmation #: 12345
 Fax Number: 888/555-2121
 *Contact By: 09/07/2011

1. Enter the name of the Vendor you will be using.

2. Enter a valid POC for the vendor you're using

3. Enter a valid phone number for the vendor

4. If you have a invoice number please enter it here.

CCard Auth
 Card ID Tag

Attached File

HQ Comments

How to create A Wings Credit Card Request

WINGS
 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.

Request Date: 09/18/2011
 Submit Date: 09/18/2011
 Request Details: CIA MEALS for 20 cadets
 *Service Date: 09/07/2011 to 09/07/2011
 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
 Resrv/Confirmation #: 12345
 Fax Number: 888/555-2121
 *Contact By: 09/07/2011

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.

CCard Auth
 Card ID Tag

Attached File	Description	Attached by	Last Update Date/Time

Submit

How to create A Wings Credit Card Request

Request ID: NEW
***Org ID:** 1599
***Pmt Method:** Check or EFT
Request Date: 12/14/2010
Submit Date: [blank]
Request Details:
 *Service Date: 12/14/2010 Line 1
 Description: Alterations
 *Tracking Cat: UA (ALTERATIONS) Requested Amt: 150.00

Callout: 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

Request Details:
 *Service Date: 09/07/2011 to 09/07/2011 Line 1
 Description: CIA MEALS for 20 cadets
 *Tracking Cat: CIA MEALS Amount: 200.00
 *Vendor Name: Santa Cafe POC: Mrs. Clause
 Phone: 888/555-1212
 Fax Number: 888/555-2121
 *Contact By: 09/05/2011

Callout 1: Remember we can only open PDF. Please make sure when you save your invoices/receipts they are saved as a PDF.

Callout 2: 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.

Attached File	Description	View	Attached by	Last Update Date/Time
Receipt.docx		View	Clv Hutto, Rushell SDF	01/06/11 4:17:07P
OneTouch_Jan_06_2011_(1).pdf		View	Clv Hutto, Rushell SDF	01/06/11 4:17:15P

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.

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

Amount 200.00

Vendor Name Santa Cafe

POC Mrs. Clause

Phone 888/555-1212

Resrv/Confirmation # 12345

Tax Number 888/555-2121

*Contact By 11/05/2011

[Add Attachment](#)

Attached File	Description	View	Attached by	Last Update Date/Time
cc_request_invoice.docx		View	Civ Hutto, Rushell SDF	09/18/11 1:58:52PM

How to create A Wings Credit Card Request

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

Request ID 11-01343

Status Submitted to HQ

*Org ID 1589 AL-951 Prattville High School

*Pmt Method Check or EFT

Request Date 12/16/2010

Submit Date 01/06/2011

Request Details


*Service Date 12/14/2010

Description Alterations

*Tracking Cat UA (ALTERATIO

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".

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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enu

My Favorites
Self Service
Cadet Data
People
Personnel Actions
Selection Boards
Unit Management
Financials
 ↳ Setup
 ↳ Cadet Pay
 ↳ Expense Payment
 ↳ EMAIL
 ↳ Tuition
 ↳ **JMOIC 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](#) | 

Expense Payments | Budget / Status History

Request ID 11-00222 Status Returned

*Org ID 194 9C-022 Florence High School

*Pmt Method Check or EFT 843 Requested 300.00 Inv Dt 10/22/2010

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

Submit Date 11/11/2010 Request 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) 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 Meals	O&M 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	Fees associated with these individuals/groups are never authorized.		
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&M Lodging & 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. Exception: 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 DoD max Lodging Rate can be found at https://www.travel.dod.mil/travel-transportation-rates/per-diem/per-diem-rate-lookup/	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 https://www.travel.dod.mil/travel-transportation-rates/per-diem/per-diem-rate-lookup/	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	Fees associated with these groups are never authorized.			

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). 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)	Restricted: 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 (jrotc.fa@au.af.edu)	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 (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**

Local PT Gear

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): ____ Total number of instructors participating ____
*****(must attach Roster / Funds Verification Sheet)**

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 NORTHSIDE HIGH SCHOOL 926 GREEN ST. WARNER ROBINS, GA 31093

Bill to
AFJROTC SENIOR INSTRUCTOR NORTHSIDE HIGH SCHOOL 926 GREEN ST. 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 REGULATION - 5/8 X 3 3/16' ODUM CULPEPPER BUFORD	1.50	4.50T
3	METAL AF	METAL, BRUSHED NICKEL, AIR FORCE DRESS COAT STANDARD - 3/4 X 3' ODUM CULPEPPER BUFORD	6.40	19.20T
	USPS 1ST CLASS TAG WARRANTY	USPS 1ST CLASS All name tags are guaranteed against spelling errors and workmanship or material defects. Should posts or findings fail during adjustment or for any other reason within 30 days of the invoice ship date, the tag will be replaced free of charge. INTER STATE SALES	3.90 0.00 0.00	3.90 0.00 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

PAID
 09/13/2021

Bill To

Fairbanks North Star School District, 997
 ATTN. Bradley Spilinek "P-Card"
 520 Fifth Ave, Fairbanks,
 Alaska, 99701

Ship To

North Pole High School, 19141
 ATTN. Bradley Spilinek
 601 NPHS BLVD
 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	
<div data-bbox="219 1071 787 1711" data-label="Text"> <p>9/13/21, 11:16 AM</p> <p>----- TRANSACTION RECORD -----</p> <p>MIL-BAR PLASTICS, INC 441 LEROY DR CORONA, CA 92879 United States WWW.MIL-BAR.COM</p> <p>TYPE: Purchase</p> <p>ACCT: Mastercard \$ 37.50 USD</p> <p>CARDHOLDER NAME : NPH CTE CARD NUMBER : #####5598 DATE/TIME : 13 Sep 21 11:16:37 REFERENCE # : 001 0477996 T AUTHOP. # : 029099 TRANS. REF. : 22503</p> <p>Approved - Thank You 10!!</p> <p>Please retain this copy for your records.</p> <p>Cardholder will pay above amount to card issuer pursuant to cardholder agreement.</p> </div>						
Credit Card Payment					Total	\$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

MARTINSBURG HIGH SCHOOL GENERAL FUND 701 S. QUEEN ST. MARTINSBURG, WV 25401 TAX ID #55-6000297 (304) 267-3530				CHECK NO. 3948
DESCRIPTION	PURCHASE ORDER NUMBER	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
see attached requisition	180313		1010.000 Air Force	\$142.65
DATE	11/30/2017	\$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

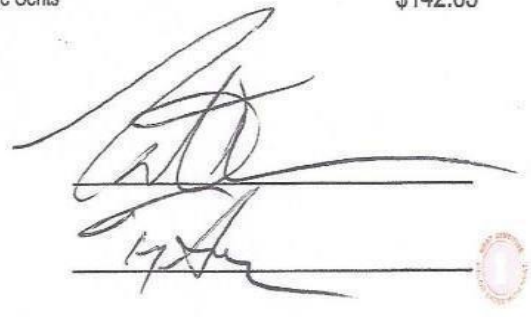
MARTINSBURG HIGH SCHOOL GENERAL FUND
 701 S. QUEEN ST. MARTINSBURG, WV 25401
 TAX ID #55-6000297 (304) 267-3530

UNITED BANK
 MARTINSBURG, WV 25401

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

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

PAY TO THE ORDER OF
 Martinsburg Cleaners
 742 N. Foxcroft Avenue
 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"/>	shipping information CNP	
	c.o.d. <input type="checkbox"/>	on acct. <input type="checkbox"/>	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		No tax	
13	186 E. Marie Ave.			
14	West St. Paul, MN 55118			
Total →			\$	770.46
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



O&M Lodging

DAYS INN & SUITES HUNTSVILLE

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

Folio (Detailed)

Name: FIELD TRIP, AFJ ROTC Confirmation Number: 18811558
 Account Number: 724-476917
 Address: 210 TUSCULUM BLVD GREENEVILLE, TN 37745 US
 Room: 208 Room Type: NDD1, 2 DOUBLES/NSMK Nights: 1 Guests: 4/0
 Rate Plan: RACK Daily Rate: \$75.45 + \$0.00 Tax GTD: VI - VISA
 Arrival: 11/17/2017 (Fri) Departure: 11/18/2017 (Sat) 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&M 829.95</i>	(\$980.85)	\$0.00

Summary

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

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. Points can be redeemed for free nights, gift cards, merchandise and more. If you're not already a member, join at the front desk, visit us at www.wyndhamrewards.com or call 1-866-WYN-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			
<p>Route: From: Eustis High School/ AFROTC 1300 E. Washington Avenue Eustis, Florida 32726 (352)357-4147</p> <p>To: Kennedy Space Center Visitor's Complex SR 405 Kennedy Space Center, Florida 32899 (866)737-5235</p> <p>To: Hold*</p> <p>To: Depart back to school at 4:30 pm.</p>								
		ChargeTypeName	Description		Quantity	UnitPriceRate		\$750.00
								\$750.00



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

Attachment 10 - Fuel Receipt

BP
151 Union Street
NEWARK OH 43055

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

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

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

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

DATE 11/03/17
TIME 9:48 PM
AUTH# 081814

BP BRND MKTR
XXXXXXXXXXXX0455
Auth #: 917675
Odometer: 18528
Ref: 75644001
Resp Code: 000
Term ID: 00007
Stan: 2908396393
SITE ID: 9129552
REWARD

VISA
ACCOUNT NUMBER
XXXX XXXX XXXX 3271
BRADLEY/MONROE A

PUMP PRODUCT PPG
06 UNLD \$2.699

GALLONS TOTAL
5.066 \$13.67

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)

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. 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

Add Attachment

Attached File	Description	View	Attached by	Last Update Date/Time
Huntsville_ CIA_ Trip_Line 1-4.pdf	MFR (34)/Roster/Meals/Trans	View	MSgt Durden, Marcus TN-20026	11/29/17 11:34:16AM

Attachment 12 - WINGS Request Attachments (Multiple Event)

Add Attachment

Attached File	Description	View	Attached by	Last Update Date/Time
Invoice.pdf	INVOICE	View	MSgt Robinson, William FL-20083	12/20/17 7:43:48AM
Armwood.pdf	Line 1-4 MFR (8) Roster, Meals	View	MSgt Robinson, William FL-20083	12/20/17 7:26:07AM
Dry Clean.pdf	Line 5 Dry Clean	View	MSgt Robinson, William FL-20083	12/19/17 6:19:34AM
Summerlin.pdf	Line 6-10 MFR (13), Roster, Meals	View	MSgt Robinson, William FL-20083	12/20/17 7:28:00AM
Alterations.pdf	Line 11 Alterations	View	MSgt Robinson, William FL-20083	12/20/17 7:27:49AM
WAFB.pdf	Line 12-15 MFR (34), Roster, Meals, Trans	View	MSgt Robinson, William FL-20083	12/20/17 7:30:22AM
CPR Training.pdf	Line 16 CPR Training	View	MSgt Robinson, William FL-20083	12/20/17 7:30:07AM
Riverridge.pdf	Line 17-18 MFR (13), Roster, Meals	View	MSgt Robinson, William FL-20083	12/20/17 7:31:44AM
Rifle parts.pdf	Line 19 Rifle Parts	View	MSgt Roblnson, William FL-20083	12/20/17 7:31:27AM

Attachment 13 - 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.** 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
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.
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.
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

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 or by going directly to 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 14 – How to Order Through GSA Global Supply & GSA Advantage

From 3 sources

Includes:

POWER SUPPLY

POWER SUPPLY

Make sure all items have this blue bar for Global Supply

POWER SUPPLY SWITCHING POWER SUPPLY

Mfr: N/A
\$82.22 EA
PSI
2-7 days

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

Mfr: 3M
\$377.41 EA
From 2 sources
PSI
2-7 days

Description
3M 30020-050 - SUPPLY HOSE FOR SUPPLIED AIR RESPIRATORS - SUPPLY HOSE - EQUAL TO G3872988

Contractor:
GSA Global Supply



How to order through GSA Advantage

First start by signing in.

My Account | NSN Ordering | Get Quotes | Help | Register | Login
A service of the U.S. General Services Administration

Shop by Category **Search** Products Advanced

Products

- 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
- Vehicles & Equipment

Services

- About Buying Services
- Energy Services
- Environmental Services
- Facilities Maintenance/Management Services
- Furniture Services
- Human Capital Services
- Office Services
- Professional Services
- Security & Law Enforcement

You Can Help GSA Deliver Faster

learn more

Special Programs

- Environmental Products
- Disaster Relief & Pandemic Products
- Ability One Products
- GSA AdvantageSelect

Laptop and Desktop Computers

Security Related Products

Buying Services? Check out eBuy

Acquisition Gateway

Strategic Sourcing

Leveraging Government buying power to get you the best value and price.

Products


Services

[View All Strategic Sourcing Offerings >](#)

State & Local
Learn more about purchasing

Contractors
Information for current and

Help
Useful information and



How to order through GSA Advantage

Use the search bar to search for your items.

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

Shop by Category **Search** Products Advanced

Home > Search Results

Categories


- Office Supplies**
- Highlighters
- Combination pen highlighter
- Multifunction pen
- Reference books
- Calendars
- Self adhesive flags
- Appointment books or refills
- Color coding labels
- Ball point pens
- Exercise books
- Leisure reading books
- Markers
- Straight borders or trimmers
- Instruction sheets or booklets
- Religious books
- Paper pads or notebooks
- Facilities & Supplies**
- Automotive cleaners
- Building & Industrial**
- Stretch wrap films
- Sinks
- Photography paper
- Fiber optic cable
- Office Equipment**
- Ink cartridges
- Printer or facsimile toner
- Electronics & Technology**
- Software patches or upgrades
- Network switches
- Dynamic random access mem DRAM
- Digital cameras
- Camera lenses or filters
- Furniture & Furnishings**
- Lockout devices
- Tools, Paint & Recreational**
- Varnishes
- See fewer Categories
- Manufacturers/Brands**
- AT-A-GLANCE
- EVERY
- WILEY PUBLISHING, INC.
- SANFORD
- ABILITY ONE
- See all
- Photos**
- See only items with photos

Search Results - Products

Criteria: "highlighter"

Sort by: Most relevant | Limit by price: | Search within results: | Find any of these words:

1 | 2 | 3 | 4 | 5 Next Page >




HIGHLIGHTERS
SAN1780476

From: **\$3.71**

ind: w v d s ew dv h wo 8a o
From 66 sources

HILIGHTER,SHRPIE GEL,4,YL

Mfr: SANFORD




HIGHLIGHTERS
BICBLP51WASST

From: **\$1.78**

ind: w v d s ew dv h wo o 8a
From 100 sources

Brite Liner Highlighter, Chisel Tip. Assorted Colors, 5/SetBIC Brite Liner® Highlighters feature a convenient pen-shaped design and mark in super-bright fluorescent ink! Chisel tip...

Mfr: BIC CORPORATION




7520015548208 RETRACTABLE HIGHLIGHTER, C
59402

From: **\$8.25**

ind: w d v s ew dv h wo 8a o
From 88 sources

7520015548208 Retractable Highlighter, Chisel Tip, 10/set

Mfr: ABILITY ONE



HIGHLIGHTERS
7520012017791

7520012017791 HLTR_CHSLYW

How to order through GSA Advantage

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)
 MAS 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 [Quick Link](#)
- SAN30051 From \$15.53 [Quick Link](#)

Desc:
 FEATURES GEL STICK TECHNOLOGY, WHICH PROVIDES THE STRONGEST SMEAR PROTECTION ACROSS PEN AND MARKER INKS AND INKJET PRINTOUTS. WON'T DRY OUT IF LEFT UNCAPPED, OR BLEED THROUGH PAPER. WORKS GREAT ON ALL PAPER SURFACES, INCLUDING GLOSSY OR THIN PAPERS. CONFORMS TO YOUR HANDWRITING STYLE AND WRITES AS LONG AS A TRADITIONAL PEN-STYLE HIGHLIGHTER. TWIST BOTTOM TO ADVANCE GEL STICK. COLOR(S): FLUORESCENT YELLOW; TIP TYPE: BULLET; ASSORTMENT: FLUORESCENT YELLOW.

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.

Top 40:

Price/Unit	Feat	Contractor	Socio	Green	Photo	Deliv Days	Min Order	FOB/Shipping
\$3.71 PK 1 EA	FSS	SUPPLIES NOW	0			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		Noble Supply & Logistics	8			4 days delivered ARO	\$100.00	D-CONUS/O-AK,PR,HI

How to order through GSA Advantage

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 contract.

Continue Shopping **Update** **Back Cart**

Notes	DOCUMENT IMAGING DIMENSIONS, INC. (47QSEA19D0089)	Get a Quote (eBuy)
	GEL HIGHLIGHTER, BULLET TIP, YELLOW, 4/PK SAN1780476 Mfr: SANFORD	Direct Delivery 4 days delivered ARO Qty: 10 \$5.00 PK [reduce price] \$50.00
	PER, RB, GEL, G2, ULTRA-FN, BK PL131277 Mfr: PILOT CORP. OF AMERICA	Direct Delivery 4 days delivered ARO Qty: 4 \$13.08 OZ [reduce price] \$52.32
Sub Total: \$102.32		
Notes	PREMIER & COMPANIES, INC. (47QSEA20D0043)	Get a Quote (eBuy)
	COPY PAPER, 92 BRIGHT WHITE, 5000 SHEETS 7530-01-503-844 Mfr: ABILITY ONE	Direct Delivery 2 days delivered ARO Qty: 1 \$60.11 BX [reduce price] \$60.11
Sub Total: \$60.11		

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 4 days - delivered ARO	Qty 10	\$5.00 PK [reduce price]	\$50.00	<input type="checkbox"/>
Mfr: SANFORD						
	PEN, RB, GEL, G2, ULTRA-FN, BK PIL31277	Direct Delivery 4 days - delivered ARO	Qty 4	\$13.08 DZ [reduce price]	\$52.32	<input type="checkbox"/>
Mfr: PILOT CORP. OF AMERICA						
Sub Total:					\$102.32	

Notes PREMIER & COMPANIES, INC. (47QSEA20D0043)

	COPY PAPER, 92 BRIGHT, WHITE, 5000	Direct Delivery		\$60.11 BX	\$60.11	<input type="checkbox"/>
---	------------------------------------	-----------------	--	------------	---------	--------------------------

Get a Quote (eBuy)

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

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. 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 this 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
4932949	54	03/27/2019
4929978	Jghf	03/26/2019
4929848	lolo	03/26/2019

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


*** WARNING ***
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.

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

Do NOT add a password!

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

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

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 Name to view the cart details; click the Cart Name to view the cart name; 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	54	03/27/2019	No	<input type="button" value="Remove"/>
4929978	jfghf	03/26/2019	No	<input type="button" value="Remove"/>
4929848	lolol	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 restriction. Therefore, an expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary and/or criminal prosecution.

After you have parked your cart, you will write down the cart #. You will need this when creating your request in WINGS.

How to order through GSA Advantage

JROTC Finance

Request ID: NEW Status: Proposed

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

*Pmt Method: HQ Credit Card Paid

Request Date: 04/30/2020 Requested by: S/A 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: 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

Expense Payment
Credit Card

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

How to order through GSA Advantage



JROTC Finance

Expense Payments | Budget / Status History

Home | Help | Refresh

Expense Payment

Credit Card

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 Requested by: SrA Strong, Tikeya JROTC

Request Date: 04/30/2020 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: HQ Paid: Reconciled:

Description: Highlighters & Pens

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

*Vendor: Document Imaging POC

Name: Resrv/Confirmation #: 5358814

Phone: Fax Number:

*Contact By: 05/04/2020 Card ID Tag: 04

*Service Date: 04/30/2020 to 04/30/2020 Line 2 Vendor Contacted: HQ Paid: Reconciled:

Description: Copy paper

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

*Vendor: Premier & Companies POC


Name: Resrv/Confirmation #:

Phone: Fax Number:

*Contact By: 05/04/2020

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 Finance

Expense Payments | Budget / Status History

Home | Help | Refresh

Expense Payment

Credit Card

*Service Date: 04/30/2020 to 04/30/2020 Line 2 Vendor Contacted: HQ Paid: Reconciled:

Description: Copy paper

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

*Vendor: Premier & Companies POC

Name: Resrv/Confirmation #:

Phone: Fax Number:

*Contact By: 05/04/2020

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

 [AFJROTC HQ Finance Guide](#)

HQ Comments:

Unit Comments:

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

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



How to order through GSA Advantage

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

Vendor Contacted
 HQ Paid
 Reconciled

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 Comments
Unit Comments

AFJROTC HQ Finance Guide

Save

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



How to order through GSA Advantage

JROTC Finance

Expense Payments Budget Status History

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: [] CCard Auth
*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

Vendor Contacted
 HQ Paid
 Reconciled

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



Home | Worklist | Add to Favorites | 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.

Menu

- My Favorites
- Cadet Data
- People
- Personnel Actions
- Selection Boards
- Organizations
- Financials
 - Setup
 - Cadet Pay
 - Expense Payment
 - EMALL
 - Tuition
 - JROTC Expense Payment**
- Reports
- Published Files
- SMR
- Self Service
- Training
- Customer Service
- Suspense Tracking
- Recruiting / Admissions
- WINGS Setup
- Worklist
- Reporting Tools
- PeopleTools
- [Change My Password](#)
- [My Personalizations](#)

Expense Payments
Budget / Status History

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

Request Details

*Service Date 12/14/2010

Description Alterations


*Tracking Cat UA (ALTERATION)

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.**

How to order through GSA Advantage



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.

Menu

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

Expense Payments
Budget / Status History

Request ID 11-00222 Status **Returned**

*Org ID 2194 SC-022 - Florence High School

*Pmt Method Check or EFT

	Requested	300.00	
	Paid	300.00	Inv Dt 10/22/2010

Request Date 10/22/2010

Submit Date 11/11/2010

Requested by LtCol Gagajewski, Walter SC022

*****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.*****



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.**