



CANADIAN FORCES MORALE AND WELFARE SERVICES
SERVICES DE BIEN-ÊTRE ET MORAL DES FORCES CANADIENNES

7333-6 (MD NPP)

20 August 2024

**SENIOR MILITARY
APPOINTMENT (SMA) GRANT
FISCAL YEAR (FY) 2024-2025**

References: A. Senior Military Appointment (SMA) - Grant Program Policy (Enclosed)
B. 7331-51 (CFMWS/CFO) 19 January 2022

1. This letter is to announce that a new grant has been approved which supersedes the former Senior Executive Appointment (SEA) grant. This new grant provided from the Canadian Forces Central Fund (CFCF) is intended to assist Senior Military personnel at a minimum rank of Brigadier-General/Commodore who have been given command responsibilities or appointed to a command OUTCAN position.

2. The new SMA grant consists of two separate components in order to assist recipients with their responsibility for morale and welfare of the members of the Canadian Armed Forces (CAF) and their families. The two components, representational grant and CAF recognition grant, have distinct purposes and will be accounted from two separate accounts. Reference A provides recipients with all usage conditions.

7333-6 (DG NPP)

Le 20 août 2024

**SUBVENTION DE LA HAUTE
DIRECTION MILITAIRE (SHDM) -
ANNÉE FINANCIÈRE (AF) 2024-2025**

Références : A. Politique du programme de subventions de la haute direction militaire (SHDM) (Ci-jointe)
B. 7331-51 (SBMFC/CSF) 19 janvier 2022

1. Cette lettre a pour but d'annoncer qu'une nouvelle subvention a été approuvée et qu'elle remplace l'ancienne subvention des hauts dirigeants exécutifs. Cette nouvelle subvention découlant du Fonds central des Forces canadiennes (FCFC) a pour but d'aider le personnel militaire supérieur ayant au moins le grade de brigadier-général/commodore qui s'est vu confier des responsabilités de commandement ou qui a été nommé à un poste de commandement HORSCAN.

2. La nouvelle SHDM comporte deux volets distincts afin d'aider les bénéficiaires à assumer leurs responsabilités en matière de bien-être et de maintien du moral des membres des Forces armées canadiennes (FAC) et de leurs familles. Les deux composantes, soit la subvention en matière de représentation et la subvention en matière de reconnaissance des FAC, ont des objectifs distincts et seront comptabilisées dans deux différents

comptes BNP. La référence A fournit aux bénéficiaires toutes les conditions d'utilisation.

3. To continue and to be eligible for the SMA grant, senior military appointments in a command position must not have access to any other NPP representational and NPP CAF recognition resources.

3. Pour continuer à bénéficier de la SHDM et y être admissibles, les militaires supérieurs occupant un poste de commandement ne doivent pas avoir accès à d'autres ressources de représentation des BNP et de reconnaissance des FAC des BNP.

4. There are several differences between the new SMA and former SEA Grants. The main changes are as follows:

4. Il existe plusieurs différences entre la nouvelle SHDM et l'ancienne subvention. Les principaux changements sont les suivants:

- a. The list of eligible recipients has increased, which will remove the need to allocate funds to subordinate generals in a command position;
- b. The funding levels are attributed by rank and based on previous spends. On average 40 to 50 percent, per year, was spent on recognition, mostly coins;
- c. Recipients will not have the possibility to carry forward to the next FY any unspent amount;

- a. La liste des bénéficiaires admissibles a été allongée, ce qui élimine la nécessité d'allouer des fonds aux généraux subalternes occupant un poste de commandement;
- b. Les niveaux de financement sont attribués par grade et basés sur les dépenses antérieures. En moyenne, 40 à 50 % des dépenses annuelles ont été consacrées à la reconnaissance, principalement sous forme de pièces de monnaie;
- c. Les bénéficiaires n'auront pas la possibilité de reporter à l'AF suivante les montants non dépensés;

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|---|---|
| <p>d. The representational fund component shall not be utilized for the CAF recognition and, the CAF recognition fund component shall not be utilized for representational purpose;</p> | <p>d. La composante du fonds de représentation ne doit pas être utilisée pour la reconnaissance des FAC et la composante du fonds de reconnaissance des FAC ne doit pas être utilisée à des fins de représentation;</p> |
| <p>e. Recipients will need to seek authority from CFMWS MD NPP to provide a temporary allocation to subordinate appointments, if needed; and</p> | <p>e. Les bénéficiaires devront demander l'autorisation au DG BNP des SBMFC pour fournir une allocation temporaire pour les affectations subordonnées, au besoin;</p> |
| <p>f. The recognition allocation remains subject to all conditions reminded by the former Chief of Defence Staff (CDS) found at reference B.</p> | <p>f. L'allocation de reconnaissance demeure assujettie à toutes les conditions rappelées par l'ancien chef d'état-major de la défense (CEMD) qui figurent à la référence B.</p> |
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- | | |
|---|---|
| <p>5. Recipients of the former SEA grant are still required to submit their FY 2023/2024 annual report to receive their new allocation covered by the SMA policy. The remaining funds in the current SEA grant accounts will be returned to CFCF, as at 01 September 2024. All new recipients will be notified shortly with the accounts details.</p> | <p>5. Les bénéficiaires de l'ancienne subvention des hauts dirigeants exécutifs sont toujours tenus de soumettre leur rapport annuel pour l'AF 2023-2024 afin de recevoir leur nouvelle allocation couverte par la SHDM. Les fonds restants dans les comptes de la subvention des hauts dirigeants militaires seront retournés au FCFC au 1er septembre 2024. Tous les nouveaux bénéficiaires seront avisés prochainement avec les détails des comptes.</p> |
|---|---|

6. If you have any questions, please do not hesitate to contact the Chief Financial Officer, Dave Patel, at patel.dave@cfmws.com or 343-598-2712 or the Vice-President Finance, Michel Landry, at landry.michel@cfmws.com or landry.m2@forces.gc.ca or 418-844-5000, extension 6441.

6. Si vous avez des questions, n'hésitez pas à communiquer avec Dave Patel, chef des services financiers, à patel.dave@sbmfc.com ou au 343-598-2712, ou à Michel Landry, vice-président des finances, à landry.michel@sbmfc.com ou au 418-844-5000, poste 6441.

Le directeur général des Biens non publics,



on behalf of/au nom de

I.C. Poulter
Managing Director Non-Public Property

Enclosures: 1

Pièces jointes : 1

Distribution List

Liste de distribution

External

Externe

Action

Exécution

CDS
VCDS
CMP
CPCC
Comd CA
Comd CJOC
Comd RCAF
Comd RCN
DComd JFC Naples
DComd (NORAD)
DComd UNC Korea
CAN MIL REP NATO
CoS ADM (IM)
CoS ADM (IE)
CoS ADM (Mat)
Comd CDA
Comd 1 CAD
Comd 2 CAD
Comd 3 CSD
Comd CAD TC
Comd CFINTCOM
Comd CANSOFCOM

CÉMD
V CÉMD
CPM
CCPC
Cmdt AC
Cmdt COIC
Cmdt ARF
Cmdt MRC
CmdtA CAFI Naples
CmdtA NORAD
CmdtA UNC Corée
REP MIL CAN OTAN
CÉM - SMA (GI)
CÉM - SMA (IE)
CÉM - SMA (Mat)
Cmdt ACD
Cmdt 1 DAC
Cmdt 2 DAC
Cmdt 3 DSC
Cmdt CDIAC
Cmdt COMRENSFC
Cmdt COMFOSCAN

DA CDLS (Washington)
DA CDLS (London)
Surg Gen
CFPM
Chap Gen
CFM ADM (Fin)
Comd 1 Cdn Div
Comd 2 Cdn Div
Comd 3 Cdn Div
Comd 4 Cdn Div
Comd 5 Cdn Div
Comd CAF TG
Comd MARLANT
Comd CANFLTANT
Comd MARPAC
Comd CANFLTPAC
Comd NAVRES
Comd CFHS
Comd MPGG
Comd Natl CJCR SP GP
JAG
Comd OP PROTEUS
DOS SJS
Comd JTFN
Comd CAF CC

Internal

Information

COO
CFO
Dir Accounting
Dir Corporate Accounting

AD ÉMLFC (Washington)
AD ÉMLFC (London)
Méd gén
GPFC
Aum gén
CGest Fn/SMA (Fin)
Cmdt 1 Div CA
Cmdt 2 Div CA
Cmdt 3 Div CA
Cmdt 4 Div CA
Cmdt 5 Div CA
Cmdt GT FAC
Cmdt FMAR(A)
Cmdt FLTCANANT
Cmdt FMAR(P)
Cmdt FLTCANPAC
Cmdt RÉSTNAV
Cmdt Gp Svc S FC
Cmdt GGPM
Cmdt Gp S Nat CRJC
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Cmdt OP PROTEUS
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Interne

Information

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SENIOR MILITARY APPOINTMENT GRANT POLICY

Date of Issue: 15 August 2024
Revision date: 15 August 2024



SUPERCESSION: Senior Executive Appointment NPP Grant – Policy dated 1 September 2020

APPLICATION

1. This policy applies to Senior Military personnel at a minimum rank of Brigadier-General/Commodore (BGen/Cmdre) who have been given command responsibilities or appointed to a command OUTCAN position. The grant is to assist with discharging their responsibility for the morale and welfare of the members of the Canadian Armed Forces (CAF) and their families to meet representational and CAF recognition needs.
2. The Senior Military Appointment (SMA) Grant consists of two separate components:
 - a. The SMA Representational Grant component and
 - b. The SMA CAF Recognition Grant component.

APPROVAL AUTHORITY

3. This policy is issued on behalf of the Chief of Defence Staff under the authority of the Managing Director Non-Public Property (NPP).

ENQUIRIES

4. Enquiries in regards to the policy shall be directed to the Canadian Forces Morale and Welfare Services (CFMWS) Chief Financial Officer (CFO).

POLICY

5. Base/Wing/Unit Commanders have access to NPP resources for representational and CAF recognition purposes through their own Unit funds. The Senior Military Appointment (SMA) Grant provides the eligible senior military at the minimum of rank of BGen/Cmdre, without access to Unit Fund NPP resources, with modest NPP resources to meet representational and CAF recognition requirements.
6. In order to be eligible for the SMA Grant, senior military appointments must not have access to any other NPP representational resources.

SMA REPRESENTATIONAL GRANT

7. The overarching criterion for the use of the SMA Representational Grant is that all expenditures must enhance the morale and welfare of the members of the CAF and/or their families. All expenditures must pass the test of prudence and probity. The following examples are deemed acceptable:
 - a. support to special occasions such as Armed Forces Day, Canada Day, New Year's levy etc. where there is wide participation by members of the CAF and/or their families;

- b. provision of a plaque or trophy commemorating a specific event or competition; and
 - c. any expenditure normally allowable under a Base/Wing/Unit Fund for Morale and Welfare purposes, for example subsidization of functions such as mess dinners, Christmas functions, Town Hall meetings with or without hospitality where again there is wide participation by members of the CAF and/or their families.
8. In certain circumstances, expenditures may be made that are related to obligations to represent the department or command, provided that the overarching criterion of enhancing the morale and welfare of the members of the CAF and/or their families is met. The following are considered acceptable use of the SMA Representational Grant:
- a. costs associated with infrequent/impromptu meetings/visits with/of municipal, provincial, federal or international representatives as well as business community in regard to morale and welfare programs;
 - b. enhancements to public hospitality for change of command ceremonies;
 - c. support for ceremonies associated with appointment/end of tenure of Honorary Colonels – note that this does not include travel costs as this is a public responsibility;
 - d. enhancements to public hospitality associated with hosting foreign forces including the provision of mementos of a minor nature to respect tradition and protocol;
 - e. expenditures for the provision of mementos of a minor nature in respect to tradition and protocol that are not covered by public hospitality may also be made on occasion by the Spouse of the CDS, or of other members of the Armed Forces Executive Council, where they are related to the obligations to represent the Department or Command. To be considered allowable, the expenditure must be for a memento given at a non-DND/CAF event or activity where the Spouse is not accompanied and is attending in their capacity as a L0 or L1 Spouse;
 - f. attendance with escort at various community events; and
 - g. reimbursement of hosting or other expenditures that do not normally qualify for reimbursement from public funds. It is to be noted that enhancements to authorized public hospitality are also acceptable.
9. SMA Representational Grant shall not be used for the following (or similar) purposes:
- a. for CAF recognition purposes such as the provision of Commander and Command Chief Warrant Officer (CWO) Coins;
 - b. for expenditures that are a public responsibility, including funding public hospitality events;
 - c. to acquire (purchase or rent) items of civilian or military clothing, decorations or accoutrements; items of household furniture or decorations; personal memberships and items and services related to personal grooming;
 - d. to relieve an officer or non-commissioned member of his personal responsibility for loss or damage to Non-Public Property;
 - e. to subsidize a fundraising event, or to offset a unit fund shortfall;
 - f. to purchase gifts or testimonials, other than the minor mementos noted above; or
 - g. to make grants or donations to any charitable, religious, or other organizations, and/or fundraising appeals.
10. If a grant recipient is unsure whether an expenditure is keeping with the spirit of the grant, it is recommended that prior advice be obtained from the CFMWS CFO.

SMA CAF RECOGNITION GRANT

11. The SMA CAF Recognition Grant is established to provide authorized SMA Grant recipients with additional NPP resources to meet CAF Recognition needs.
12. The overarching criterion for the use of the SMA CAF Recognition Grant is that all expenditures must enhance the morale and welfare of the members of the CAF. All expenditures must pass the test of prudence and probity. The following examples are deemed acceptable:
 - a. framing of recognition certificates issued by the SMA to CAF members; and
 - b. the recognition of CAF members through the presentation of Commander and Command Chief Warrant Officer (CWO) Coins with the following caveats:
 - i. dies and coins may only be funded through the SMA CAF Recognition; and
 - ii. only the CDS, VCDS and CAF CWO coins shall be personalized with the incumbent's name. Remainder are to be generic to the Command position so that they may be used by multiple incumbents.
13. The SMA CAF Recognition Grant shall not be used for representational purposes as detailed in paras 7 and 8 above.
14. If a grant recipient is unsure whether an expenditure is in keeping with the spirit of the grant, it is recommended that prior advice be obtained from the CFMWS CFO.

SMA GRANT ALLOCATION (TEMPORARY ALLOCATION)

15. The Managing Director (MD) NPP may authorize the establishment of a temporary SMA Grant, consistent with the schedule of grants established in this policy when a senior military officer at the minimum rank of BGen/Cmdre has been given command responsibilities or appointed to a command OUTCAN position. The MD NPP will report such authorizations to the NPP Oversight and Advisory Board at its next meeting, for recording in the minutes/record of discussion.
16. When subordinate appointments are required to act on their behalf in other locations or in other justifiable circumstances, grant recipients may seek MD NPP authority to allocate a portion of their grant to subordinate appointments not below the rank of BGen/Cmdre, providing that appointment also does not have access to NPP resources for representational and CAF recognition purposes. The SMA remains responsible for ensuring expenditures of any sub-allocations are in compliance with this policy. Requests for approval shall be sent to MD NPP through CFO via email to: Finance@cfmws.com.
17. The SMA Grant will be promulgated to the eligible senior military appointments annually, once previous year's report has been submitted to CFMWS CFO.

REPORTS

18. Each senior military appointment designated shall provide an annual signed report detailing the expenditures of the entire SMA Representational Grant in the format of Annex B (Annual Usage Report) and SMA Recognition Grant in the format of Annex C (Annual Usage Report). The annual report shall be forwarded to the CFMWS CFO not later than (NLT) 31 May. The CFMWS CFO shall not issue the subsequent year's grant until the annual report is received. The CFMWS CFO shall retain the annual report as part of the auditable record.

ACCOUNTING AND CONTROL

19. CFMWS CFO shall establish an NPP Entity Fund for each of the SMA Representational and Recognition Grants and deposit the annual grant directly to the entity fund. A petty cash advance of up to 25% of the value of the grant may be provided to the grant recipients. This petty cash advance shall be requested from the CFSG (O-G) Carling NPP Accounting Office or CFSU (E) NPP Accounting Office by means of a NPP payment requisition (see Annex D for the payment request form). A Departmental Corporate Credit Card is also available to facilitate payment to suppliers, if interested, contact the CFSG (O-G) Carling NPP Accounting Office or CFSU (E) NPP Accounting Office.
20. Reimbursements for all SMA Grant expenses shall be requisitioned from the CFSG (O-G) Carling NPP Accounting Office or CFSU (E) NPP Accounting Office. These reimbursements shall be accompanied by supporting receipts. CFSG (O-G) Carling NPP Accounting Office or CFSU (E) NPP Accounting Office shall review all receipts to ensure compliance with the grant criteria. In those rare instances where the admissibility of an item cannot be agreed upon, CFMWS CFO shall forward the details to the CFMWS MD NPP for resolution.
21. The overall amount of the annual SMA Grant shall be reduced by the total unexpended balance in the entity fund accounts at the previous year-end.

REFERENCES

[CDS Delegation of Authorities for Financial Administration of NPP](#)

[A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property \(NPP\) accounting](#)

ANNEXES

Annex A – SMA Grant Allocation Amounts

Annex B – SMA Representational Grant Annual Usage Report

Annex C – SMA CAF Recognition Grant Annual Usage Report

Annex D – Payment Request Form

ANNEX A – SMA GRANT ALLOCATION AMOUNTS

SMA REPRESENTATIONAL & RECOGNITION GRANT ALLOCATION AMOUNTS

Command Position - Canada	Representation	Recognition
CDS	\$6,000	\$4,000
LGen/VAdm	\$3,000	\$3,000
MGen/RAdm	\$2,000	\$2,000
BGen/Comdre	\$1,000	\$1,000

Chief of Staff - ADM Command Position

LGen/VAdm	\$2,000	\$2,000
MGen/RAdm	\$1,000	\$2,000
BGen/Comdre	\$500	\$1,000

OUTCAN - Command Position

LGen/VAdm	\$2,000	\$1,000
MGen/RAdm	\$1,000	\$1,000
BGen/Comdre	\$500	\$1,000

RANK	POSITION	Representation	Recognition
Gen/Adm	Chief of the Defence Staff	\$6 000	\$4 000
LGen/VAdm	Chief of Military Personnel	\$3 000	\$3 000
LGen/VAdm	Chief Professional Conduct and Culture	\$3 000	\$3 000
LGen	Commander Canadian Army	\$3 000	\$3 000
LGen/VAdm	Commander Canadian Joint Operations Command	\$3 000	\$3 000
LGen	Commander Royal Canadian Air Force	\$3 000	\$3 000
VAdm	Commander Royal Canadian Navy	\$3 000	\$3 000
LGen/VAdm	Deputy Commander Allied Joint Force Command Naples	\$2 000	\$1 000
LGen/VAdm	Deputy Commander North American Aerospace Defense Command (NORAD)	\$2 000	\$1 000
LGen/VAdm	Deputy Commander of United Nations Command in Korea	\$2 000	\$1 000
LGen/VAdm	Military Representative of Canada to NATO	\$2 000	\$1 000
LGen/VAdm	Vice Chief of the Defence Staff	\$3 000	\$3 000
MGen/RAdm	Chief of Staff Assistant Deputy Minister (Information Management)	\$1 000	\$2 000
MGen/RAdm	Chief of Staff Assistant Deputy Minister (Infrastructure & Environment)	\$1 000	\$2 000
MGen/RAdm	Chief of Staff Assistant Deputy Minister (Material)	\$1 000	\$2 000
MGen	Commander 1 Canadian Air Division	\$2 000	\$2 000
MGen	Commander Canadian Army Doctrine and Training Centre	\$2 000	\$2 000
MGen/RAdm	Commander Canadian Forces Intelligence Command	\$2 000	\$2 000
MGen/RAdm	Commander Canadian Special Operations Forces Command	\$2 000	\$2 000
MGen/RAdm	Commander Canadian Defence Academy	\$2 000	\$2 000
MGen/RAdm	Commander CAF Cyber Command	\$2 000	\$2 000
RAdm	Commander Maritime Forces Atlantic	\$2 000	\$2 000
RAdm	Commander Maritime Forces Pacific	\$2 000	\$2 000
MGen/RAdm	Defence Attaché, Canadian Defence Liaison Staff (Washington)	\$1 000	\$1 000
MGen/RAdm	Director of Staff - Strategic Joint Staff	\$2 000	\$2 000
MGen/RAdm	Surgeon General	\$2 000	\$2 000
BGen/Cmdre	Defence Attaché, Canadian Defence Liaison Staff (London)	\$500	\$1 000
BGen/Cmdre	Canadian Forces Provost Marshal	\$1 000	\$1 000
BGen/Cmdre	Chaplain General	\$1 000	\$1 000
BGen/Cmdre	Chief Financial Management/Dep CFO	\$500	\$1 000
BGen	Commander 1st Canadian Division Headquarters	\$1 000	\$1 000
BGen	Commander 2 Canadian Air Division	\$1 000	\$1 000
BGen	Commander 2nd Canadian Division	\$1 000	\$1 000
BGen	Commander 3 Canadian Space Division	\$1 000	\$1 000
BGen	Commander 3rd Canadian Division	\$1 000	\$1 000
BGen	Commander 4th Canadian Division	\$1 000	\$1 000
BGen	Commander 5th Canadian Division	\$1 000	\$1 000
BGen/Cmdre	Commander Canadian Armed Forces Transition Group	\$1 000	\$1 000
Cmdre	Commander Canadian Fleet Atlantic	\$1 000	\$1 000
Cmdre	Commander Canadian Fleet Pacific	\$1 000	\$1 000
BGen/Cmdre	Commander Canadian Forces Health Services Group	\$1 000	\$1 000
BGen/Cmdre	Commander Joint Task Force (North)	\$1 000	\$1 000
BGen/Cmdre	Commander Military Personnel Generation Group	\$1 000	\$1 000
BGen/Cmdre	Commander National Cadets and Junior Canadian Rangers Support Group	\$1 000	\$1 000
Cmdre	Commander Naval Reserve	\$1 000	\$1 000
BGen/Cmdre	Judge Advocate General	\$1 000	\$1 000
BGen/Cmdre	Task Force Commander Operation PROTEUS	\$500	\$1 000

ANNEX B – SMA REPRESENTATIONAL GRANT ANNUAL USAGE REPORT (EXAMPLE)

Annex B – SMA Representational Grant Annual Usage Report (Example)			
Unit Example SMA Representational Grant			
Report of Expenses from: April 1, 2023 to March 31, 2024			
		Amounts	
A.	Total Grant Allocation FY 23/24	\$ 1,000.00	\$ 1,000.00
Expenses FY 23/24:			
B.	Brief Explanation of Expenses:	Amounts	
1.	Unit Example HQ CO CoC Flowers dated 10 June 2023	\$ 100.00	
2.	Unit Example CoC flowers for spouse 9 Sep 2023	\$ 79.98	
3.	Base Welcome BBQ dated 6 Oct 2023	\$ 687.50	
4.	CAPO Gala Dinner (Capt Brown) dated 31 Mar 2024	\$ 125.00	
5.			
6.			
7.			
		B. Total Expenses:	\$ 992.48
		C. Unexpended Balance	\$ 7.52
Total Grant Allocation (A) - Total Expenses (B) = Unexpended Balance (C)			
I certify that the grant was spent to achieve the objectives of the policy, that is, to enhance the morale and welfare of members of the CAF and/or their families.			
Approval Signature		Date:	10-Apr-24
Print Name Title / Position			
Note: A NPP Entity activity report for the period covered should be included with this recap and can be obtained by contacting your local Base Accounting Office.			

ANNEX C – SMA CAF RECOGNITION GRANT ANNUAL USAGE REPORT (EXAMPLE)

Annex C – SMA CAF Recognition Grant Annual Usage Report (Example)		
<u>Unit Example SMA CAF Recognition Grant</u>		
Report of Expenses from: April 1, 2023 to March 31, 2024		
	Amounts	
A. Total Grant Allocation FY 23/24	\$ 1,000.00	\$ 1,000.00
Expenses FY 23/24:		
B. Brief Explanation of Expenses:	Amounts	
1. Unit Coins for 99BTN Example Unit 14Sep24 invoice # C071920	\$ 425.00	
2. Certificate frames invoice # F77542	\$ 230.00	
3. Commendation Pins for exceptional contributions invoice # 11022018	\$ 200.00	
4. Merit award certificate creation and printing invoice # 1410	\$ 137.50	
5.		
6.		
7.		
	B. Total Expenses:	\$ 992.50
	C. Unexpended Balance	\$ 7.50
Total Grant Allocation (A) - Total Expenses (B) = Unexpended Balance (C)		
I certify that the grant was spent to achieve the objectives of the policy, that is, to enhance the morale and welfare of members of the CAF and/or their families.		
Approval Signature	Date:	10-Apr-24
Print Name Title / Position		
Note: A NPP Entity activity report for the period covered should be included with this recap and can be obtained by contacting your local Base Accounting Office.		

ANNEX D - PAYMENT REQUEST FORM

PAYMENT REQUEST / DEMANDE DE PAIEMENT		
CHEQUE REQUEST OR ELECTRONIC FUNDS TRANSFER REQUEST / DEMANDE DE CHÈQUE OU DE VIREMENT AUTOMATIQUE NON PUBLIC FUNDS / FONDS NON PUBLICS		
ENTITY NAME / NOM DE L'ENTITÉ:		
Please issue payment for the amount of / Veuillez effectuer un paiement de: \$ _____ -		
Payable to / À l'ordre de:		
Address / Adresse:		
Telephone / Téléphone #: (XXX) XXX-XXXX		
Method of payment / Mode de paiement:	EFT / VA <input type="checkbox"/>	Cheque / Chèque <input type="checkbox"/>
For EFT - banking information and void cheque / Pour VA – renseignements bancaires et chèque annulé:	On File / Au dossier <input type="checkbox"/>	Attached / Ci- joint <input type="checkbox"/>
CODING / CODE	DESCRIPTION	
AUTHORITY / AUTORITÉ		SUBTOTAL / SOUS-TOTAL -
		PST/QST // TVP/TVQ
		GST/HST // TPS/TVH
		TOTAL \$ -
Submitted by / Présenté par:		
_____ Print Name / Nom en caractères d'imprimerie		Date: _____
_____ Signature		
Approved by / Approuvé par:		
_____ Print Name Title / Position Nom / position en caractères d'imprimerie		Date: _____
_____ Signature		
ADVANCE PAYMENT / PAIEMENT ANTICIPÉ		
I hereby authorize the amount of the payment to be deducted from my pay account in event I have not provided, to the satisfaction of the NPP Base Accounting Manager (NPPAM), proper documentation as it pertains to this request within 21 days from the date of payment.		
J'autorise par la présente que le montant de ce paiement soit déduit de ma paie si je ne fournis pas, à la satisfaction du gestionnaire de la comptabilité des BNP (GCBNP) de la base, les documents appropriés relatifs à cette demande dans les 21 jours suivant la date du paiement.		
_____ Print Name / Nom en caractères d'imprimerie		Date: _____
_____ Signature		