



STANDARD OPERATING PROCEDURES

PARENT & GUARDIAN PAYMENTS

Issued: 01 May 2018

Reviewed: 01 January 2020

Next Review: 01 January 2022

PURPOSE

1. The purpose of this document provides standard operating procedures (SOP's) that must be followed when Parent or Guardian pays for a child/ren fees or activities.

ACTION REQUIRED

Below is the information required when completing online payments for 3 Squadron.

You will require four pieces of information.

1. Cadet ID Number:
 - The number on the barcode sticker located in the back of your child/ren's Record of Service book (3822)
2. Activity Reference Number:
 - Found near the bottom of each activity briefing sheet
3. Activity cost:
 - Found near the top of each activity briefing sheet
4. Squadron Bank Account Number:
 - 38 9014 0296368 00

Below, on the left hand side, is a guide of where to put the relevant information. On the right hand side is a full example of how to fill out the information required.

One drawback of this system is that lump sum payments cannot be made for multiple activities and fees or payments for multiple cadets, these must be made individually. We do apologise for this inconvenience.

Authorised by;

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