



MISSOURI WING FINANCIAL MANAGEMENT PROCEDURE 173-6

01 OCTOBER 2009

Finance

AIRCRAFT CREDIT CARD POLICY

This procedure establishes policy regarding use of wing aircraft credit cards used by CAP members in the performance of official CAP business.

SUMMARY OF CHANGES.

This procedure is completely revised and should be reviewed in its entirety.

- 1.** Aircraft credit cards are provided for purchasing fuel and oil for funded “A” and “B” missions. Credit card use for other mission costs requires prior approval by the wing Commander and/or Director of Operations. The credit card will be maintained in the aircraft binder, ready for mission deployment, along with these instructions. These cards will be used only in the MO Wing aircraft they reside in. Use of the credit card eliminates the need for pilots to pay for approved expenditures out of pocket when flying funded missions. It does not eliminate the requirement to submit receipts and CAPFs 108.
- 2.** Credit card use for fuel, oil or other prior approved costs on aircraft maintenance flights (C-9) may be authorized by the Wing Commander, the Director of Operations or the Wing Aircraft Maintenance Officer. Credit card use on other “B” or “C” missions funded by an outside agency may be authorized by the Wing Commander or the Director of Operations.
- 3. CUSTODIAL UNIT COMMANDER RESPONSIBILITIES:** The custodial unit commander is responsible for the aircraft credit card(s). He/she will insure that it is used only for the purpose intended; is available for funded mission flying; and, is secured in the aircraft or, as circumstances dictate, elsewhere at all times. He/she will further insure that mission pilots understand and comply with this policy. These responsibilities govern regardless of the unit of assignment of the mission pilot. In the event of a temporary transfer of the aircraft to another unit the custodial responsibilities also transfer to that unit commander as outlined above.
- 4. PILOT RESPONSIBILITIES:** Upon purchasing fuel or other mission-related items, the Pilot-in-Command (PIC) will annotate the receipt with the mission number, flight code, and the pilot’s name and CAP ID number. He/she should also insure that the receipt is clearly marked with the details of purchase i.e. date, tail number, quantity, and cost. Sortie data must be provided to the respective designated representative, as directed by the release officer, to allow for WMIRS input within 72 hours of sortie completion. This can be by phone, fax or email, but in any event the completed, signed CAPF 108 and fuel receipt(s) must be forwarded within five (5) days of sortie completion. Scanned and emailed legible copies are acceptable and preferred to expedite processing through the chain. If emailed, included hq@mowg.cap.gov as a carbon copy to ensure timely reconciliation of receipts and credit card statements. In all cases, mail original hardcopy receipts (not CAPFs 108) directly to wing headquarters.

5. Failure to submit receipts or to submit them in a timely fashion will result in a charge to the PIC for the expenditure as found on the credit card statement. A warning will be issued for failure to submit a credit card receipt. After the second incident, the PIC's privilege to use any credit card will be rescinded. Additionally, revocation of the credit card or relocation of the aircraft to another unit will be considered in cases of recurring non-compliance. The Wing Commander and/or Director of Operations can reinstate a PIC's privilege at their discretion.
6. Any aircraft credit card that is lost or stolen must be reported immediately to the credit issuer, Wing commander and Wing Finance Officer.
7. Each pilot will complete a "Pilot Aircraft Credit Card Statement of Understanding" with their initial Form 5 Check Ride and/or with the implementation of this policy to continue their flying privileges. A blank reference copy is attached. The signed statement should be retained in the member's pilot file.
8. Aircraft Credit Cards will not be used for personal expenditures at any time.

JOHN A. MAIS, Col, CAP
Commander

Attachment

1. Pilot Aircraft Credit Card Statement of Understanding

Missouri Wing Civil Air Patrol

Pilot Aircraft Credit Card Statement of Understanding

I have read and understand the Missouri Wing procedures for use of Missouri Wing Credit Cards for funded missions. I understand that the card may be used only for aircraft purchases for reimbursable missions. I understand the information that I must report in each instance of use of the aircraft credit cards.

I further understand that use of the aircraft credit card for any purpose other than as authorized in Missouri wing instructions constitutes fraud and will result in appropriate legal and/or administrative action in accordance with CAP Regulations.

Pilot Name: _____ CAPID: _____
(Print)

Pilot Signature: _____ Date: _____