

**NEW YORK WING FINANCE
PROCEDURE 13-3
2 February 2013**

Finance

USE OF CREDIT FUEL ASSIGNED TO CAP CORPORATE OWNED VEHICLE (COV)

This procedure prescribes for the uses of Fuel Credit Card, which is restricted to the purchase of motor fuel only for/during a reimbursed mission assigned to Civil Air Patrol that has been issued a Mission Authorization/Mission Number by the agency/department authorizing Civil Air Patrol to support the numbered mission.

1. Credit Card Charges not associated with a Mission Authorization/Mission Number are not authorized.
2. Credit Card may be used only for the COV indicated on the card.
3. User will submit original credit card receipt to NYWG Director of Operations at conclusion of mission.
4. Credit Card will be maintained in plastic holder inside front of COV Binder
5. Credit Card is part of the COV binder and considered COV equipment
6. Credit Card is a logistics responsibility under CAP Corporate Property Accountability
7. Credit Card has a restricted charge limit of \$250.00 (Two hundred fifty dollars)
8. Loss of, or damage to, Credit Card will be immediately reported to the Director of Logistics or Operations:
 NYWG/LG: 585-442-0108 NYWG/DO: 585-738-7148
9. Failure to comply with the above may result in Credit Card privileges being revoked and/or personnel actions taken by higher authority
10. Universal Personal Identification Number (PIN) for usage/activation is 1218.