



**HEADQUARTERS  
CIVIL AIR PATROL ILLINOIS WING**  
United States Air Force Auxiliary  
PO Box 397  
West Chicago, IL 60186-0397

1 October 2013

MEMORANDUM FOR ALL ILWG PILOTS

FROM: CC

SUBJECT: Financial Responsibility Agreement, supporting Financial Management Procedure (FMP) 03  
Illinois Wing Aviation Fuel Credit Cards

1. All pilots must read the Illinois Wing Financial Management Procedure 03 regarding use of Illinois Wing Fuel Credit Cards (FMP attached).
2. I understand that:
  - a. The aircraft Points of Contact (POCs) will routinely check the fuel cards for cards' placement within the Illinois Wing aircraft.
  - b. Pilots are responsible for the use of the Illinois Wing credit cards and providing detailed receipts for each use of the cards.
  - c. Receipts must include name, CAPID, mission/sortie numbers, mission symbol (including category, if applicable), vendor name and address/phone number..
  - d. Detailed itemized receipts will be uploaded by the pilots into WMIRS (within 72 hours IAW CAPR 173-3 dated 2012), for validation of the missions/sorties by the Wing Commander (or designated representative) and at which time an electronic 108 will then be generated by WMIRS. This electronic 108 is used by Wing Finance to reconcile the fuel charges incurred by Illinois Wing pilots. [Please see FMP 06 for Personal Reimbursement Procedures.]
  - e. Illinois Wing pilots are responsible for their use of our Wing credit cards and proper storage/care of the cards hereby made part of each aircraft assigned to Illinois Wing, during Illinois Wing possession of, and at time of aircraft possession change (making sure cards are not with aircraft issued for use to another state). Potential penalties for abuse may include cost reimbursement assessed to the pilot(s), the pilot's name being removed from the Pilot Authorization Letter until resolution, suspension of CAP flying privileges and/or up to, membership termination.

RICKEY L. OETH, Colonel, CAP  
Commander

1 Attachment:  
FMP 03, Use of Illinois Wing Aviation Fuel Credit Card



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\_\_\_\_\_ (Date)

MEMORANDUM FOR ILWG/FM

FROM: Aircraft # \_\_\_\_\_ POC, \_\_\_\_\_

SUBJECT: **New Credit Card Issuance** POC Financial Responsibility Agreement – \_\_\_\_\_  
(vendor and last 4 digits of the distributed fuel credit card)

1. I, \_\_\_\_\_, CAP have read the Illinois Wing Financial Management Procedure (FMP) 03 regarding use of Illinois Wing Fuel Credit Cards (FMP attached).
2. I understand that:
  - a. \_\_\_\_\_ (vendor name) fuel card, expiration of \_\_\_\_\_ (card's expiration date), has been received for CAP Corporate aircraft registration number \_\_\_\_\_.
  - b. The old card, with expiration date of \_\_\_\_\_, has been destroyed as it is no longer valid.
  - c. This new card shall be placed within and found in the pouch stored behind the pilot's seat in the above aircraft.
  - d. As aircraft Point of Contact (POC), the above stated fuel card shall be routinely checked for its placement within the cited aircraft.
  - e. Illinois Wing pilots are responsible for their use of our Wing credit cards and proper storage/care of the cards hereby made part of each aircraft assigned to Illinois Wing, during Illinois Wing possession of, and at time of aircraft possession change (making sure cards are not with aircraft issued for use to another state). Potential penalties for abuse may include cost reimbursement assessed to the pilot(s), the pilot's name being removed from the Pilot Authorization Letter until resolution, suspension of CAP flying privileges and/or up to, membership termination.

Issued by:

Issued to/Received From:

\_\_\_\_\_  
Debora Schulteis  
Wing Administrator

\_\_\_\_\_  
(POC's name, rank, CAPID)  
Point of Contact, Illinois Wing Civil Air Patrol

2 Enclosures:  
1 FMP 03, Use of Illinois Wing Fuel Credit Card  
1 (Renewed) Fuel Credit Card

<b>ILWG Finance use ONLY</b>	
Date returned:	Returned to: