



10 February 2015

Vehicle Maintenance

VEHICLE MAINTENANCE CREDIT CARD PROCEDURES

This Operating Instruction describes the procedures for the administration of the Vehicle Maintenance Credit Card program for minor vehicle maintenance.

Indiana Wing's Vehicle Maintenance Credit Card Management Policy has been developed to provide guidance on procedures for the Financial Management and internal controls related to the expense classification and payment of the corporation's liabilities. This policy will enhance sound fiscal practices related to expenses allocated to the appropriated budget. The corporate Visa cards, SuperFleet vehicle fuel cards, and AVCARD aviation fuel cards continue to be governed by Indiana Wing Financial Management Procedure #1, "Invoice, Credit Cards, and Travel"; this policy covers only the Vehicle Maintenance credit cards, and applies to all Civil Air Patrol vehicle maintenance cardholders within the Wing and those responsible for oversight.

1. Guidelines.

- a. Provide a standard process of accounting for expenditures that is consistent with Generally Accepted Accounting Principles (GAAP) and
- b. Ensure integrity in the internal controls related to the receipt of corporate expenditures.

2. Procedures for Vehicle Maintenance Credit Card Management.

- a. Each vehicle within the Wing will be provided a credit card to be used solely for minor maintenance (under \$500) at locations which accept the WEX card. Each card will be numbered with the vehicle number. For transactions exceeding \$500, please refer to procedures found in INWG Supplement 1 to CAPR 77-1.
- b. It is important that custodial units locate a service location in their area which will accept the WEX card, as it is not accepted everywhere. A listing of potential service locations may be obtained by contacting the Wing Administrator or Wing Transportation Officer. Custodial units should contact the service locations on those lists directly to verify that WEX is accepted prior to having work completed.
- c. Members with a corporate driver's license (required) may apply for a WEX Driver ID number by submitting a physically signed IN WG Form 927 through their unit commander to the Wing Administrator. In the absence of the Wing Administrator, applications may be submitted to the Wing Transportation Officer. Applications will be reviewed and signed by the Wing Commander.

Electronic signatures are not authorized for this document, but signed and scanned documentation is acceptable. Driver ID numbers may be revoked at the discretion of the Wing Commander.

- d. All charges must be preapproved by the Wing Transportation Officer prior to usage of the card. In the event of emergency road service being required, the card is authorized to be used without preapproval, but the Wing Transportation Officer must be contacted as soon as possible in accordance with procedures listed in CAPR 77-1 para 3-3. The transaction limit on each card is \$500.
- e. The vehicle maintenance card may not be used for any other type of expenditure, including fuel, even if the intent of the individual is to repay the organization.
- f. When a payment transaction is processed, the member will be prompted for their Driver ID as well as the vehicle mileage.
- g. Detailed invoices must be submitted to both the Wing Transportation Officer and the Wing Administrator within 48 hours of the maintenance being completed. Cash register receipts showing the amount charged are not sufficient; a detailed invoice must be provided. Copies of acceptable and non-acceptable receipts are attached for reference.
- h. Credit cards are CAP vehicle specific and must not be used for any other vehicle.
- i. It is the responsibility of the purchaser to ensure that the invoice is correct as to the amount billed and that the Wing Transportation Officer has given preapproval for the expense.
- j. Any credit card that is lost or stolen must be reported immediately to the credit card issuer, Wing Commander, and Wing Transportation Officer.

3. Procedures for Financial Management

- a. The Wing Administrator is responsible for ensuring all documentation has been collected from subordinate units prior to submission to National Headquarters. In the absence of the Wing Administrator, the Wing Transportation Officer shall assume this responsibility.
- b. Cards may be revoked by Financial Management at National Headquarters if cards are used for unauthorized purchases or proper documentation is not submitted in a timely manner.
- c. Indiana Wing may draft back funds from units which make unauthorized purchases or fail to submit proper documentation to support the expense in a timely manner.

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WEX RECEIPT EXAMPLES

Receipts should include

Invoices – Services:

- ❖ Date
- ❖ Vendor name and location
- ❖ Indicate CAP is the customer
- ❖ Identify the vehicle
- ❖ Details of service performed, part purchased
- ❖ Clear and detailed expense breakdown and total
- ❖ Will likely be accompanied by the credit card machine receipt

Cash Register Receipts – Supplies:

- ❖ Date
- ❖ Vendor name and location
- ❖ Price for each item and total
- ❖ Clearly itemized, i.e. "Wiper Blades - \$9.95"

Unacceptable Receipt

Acceptable Receipt

Acceptable Receipt - Invoice