



**HEADQUARTERS TEXAS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
553 TERRY CRAWFORD DR
NACOGDOCHES TX 75964-2468**



MEMORANDUM FOR: ALL VEHICLE CUSTODIANS

FROM: Texas Wing Commander, Civil Air Patrol

SUBJECT: Vehicle Maintenance Credit Card Management

1. Procedures for Vehicle Credit Card Management.

a. Each vehicle within the Wing will be provided a credit card to be used solely for minor maintenance. Each card will be numbered with the vehicle number and assigned to an individual. Allowable expenditures will include routine oil changes, wiper blades, batteries, etc. Monthly expenditures will be limited to \$500 per card and individual transactions will be limited to \$250. Major vehicle maintenance is not authorized and must be pre-approved by LGT using procedures currently in place. 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.

b. Detailed invoices must be submitted to TXWG/LGT monthly using the Maintenance Request Form on the Wing Website. Cash register receipts showing the amount charged are not sufficient and it is the responsibility of the individual to use the services of a facility which will provide a detailed invoice. Copies of acceptable and non acceptable receipts are attached for reference. All receipts must be submitted within 10 days of the charge.

c. Credit cards are CAP vehicle specific and must not be used for any other vehicle.

d. It is the responsibility of the purchaser to ensure the invoice is correct as to the amount billed and received.

e. Cards may be revoked by TXWG/ LGT if cards are used for unauthorized purchases or proper documentation is not submitted in a timely manner.

f. Each Unit is responsible for ensuring cards are utilized for authorized purchases. TXWG will draft back funds from the Unit if unauthorized purchases are made or if documentation is not submitted to support the expense.

BROOKS A. CIMA, Col, CAP
Commander

cc: SWR

All Unit Commanders
All Group Commanders
All Wing Staff