



UNITED STATES AIR FORCE AUXILIARY
CIVIL AIR PATROL
HEADQUARTERS
PENNSYLVANIA WING
BLDG 3-108, FT INDIANTOWN GAP, ANNVILLE PA 17003

1 February 2015

OPERATING INSTRUCTION 15-01

CREDIT CARD USE AND REPORTING FINANCIAL MANAGEMENT

References: CAPR-173-1, PAWG OI 12-04

Authorized Corporate Credit Cards

1. Susquehanna Visa, Multi Service Aviation Fuel, WEX Fleet Vehicle, Home Depot, and Lowes American Express are the only authorized corporate credit card for Pennsylvania Wing.
2. Accounts other than these are considered personal accounts – all billing goes to the member's home address and will be paid by that member. Pre-approved purchases are reimbursed through a PAWGF108.
3. Distribution, assignment, and revocation of credit cards is done with the approval of the Wing Commander and authorized by the Finance Committee.

Approved Expenses:

1. All charges must be pre-approved or in the guidelines of the PA Wing Budget.
2. Fleet Vehicle WEX cards are for NHQ pre-approved minor corporate vehicle maintenance expenses only, up to \$500 per charge and \$1000 per billing cycle.
 - a. WEX Cards may NOT to be used for fuel.

Reconciliation of expenses

1. All members will provide to Wing HQ to the attention of the Senior Wing Administrator a completed Credit Card Certification Form for all Credit Card Charges no later than 10 days after receiving the Credit Card Statement. With two exceptions.
 - a. Multi Service Cards charges will be submitted directly into WIMRS within 10 days of the purchase.
 - b. WEX cards will utilize the ORMS Vehicle maintenance module to record and track vehicle maintenance and expenses.
 - c. Receipts for all WEX card purchases must be promptly uploaded to ORMS with a copy of the invoice.
 - d. See attachment for example of acceptable receipts.
2. All members will provide to Wing HQ to the attention of the Senior Wing Administrator a completed CAPF 170 for any and all business meals and entertainment expenses within 10 days after receiving the Credit Card Statement.
3. Receipts are required to be forwarded with these reports. Copies and facsimiles are acceptable.

WEX Cards Authorized Users

Each unit with an assigned corporate vehicle will maintain their WEX card in the vehicle binder. Unit commanders and LGT's and their designates are authorized to use the cards.

Failure to comply

Any member failing to provide reconciliation and receipts in a timely manner as described above will forfeit the convenience of maintaining a PA Wing Corporate credit card. Their card will be cancelled and all subsequent approved expenses will be reported on a PAWGF108 and reimbursed by check to the member.

If a credit card holder is found to be in violation of PA Wing Credit Card Financial Management Procedures for any of the following reasons, a Susquehanna Bank Credit Card Usage Violation letter will be emailed to that wing member with Sertifi'd approval of the Wing Finance Committee.

- Purchase exceeds \$1500 per transaction limitation
- Unauthorized use of corporate credit card for personal charges
- Late Certification and receipts
- Missing Credit card receipts – to be itemized on the Violation letter

Should three incidents occur within an 18-month period, the corporate credit card of the member will be deactivated and all subsequent approved expenses will be reported on a PAWGF108 and reimbursed by check to the member. A response from the member acknowledging the terms of the letter shall be required. Payment for expense with personal check in lieu of providing receipt shall not be accepted.

Point of Contact

Questions on Credit Card use and Reporting should be directed to Lt Col DeEtte Riley, COMM: 814-880-9083 or by electronic mail at driley@awandsons.com.