

# Sample Aircraft Fuel Receipt

*14-T-5016 / A0009*

**FUELMASTER**  
 RONSON AVIATION  
 TRENTON, NJ 08628  
 609 771-9500

*N176CP*

*Roger Ramjetts*  
 1000047207A

\*\*\* CHARGE \*\*\*

03/15/2013 8:57:13 PM

AIRPLANE ID 1754

PUMP#1 AVGAS 100LL  
 16.420 GI  
 @ \$7.3100 \$120.03

CUSTOMER ACKNOWLEDGES  
 RECEIPT OF PRODUCT AND  
 AGREES TO PERFORM THE  
 OBLIGATIONS SET FORTH IN  
 THE CARD ISSUER AGREEMENT

ACCT#: \*\*\*\*\*0133  
 CARD: Multi Service

INVOICE#: 4233  
 AUTH#: 6571

UNICOM 130.225  
 \*\*\* THANK YOU \*\*\*  
 HAVE A SAFE FLIGHT  
 AND HURRY BACK!

*Refueled next day -  
 FBO was closed on RTB*

**Mission / Sortie Number**

**Tail Number (unless printed on receipt)**

**Pilot Name**

**Total Purchase**

**Date of Purchase**

**Fuel Quantity Purchased**

**FBO Name and Address**

If the sortie date and the refuel date aren't the same, briefly explain why.

- Always write the Mission & Sortie Numbers clearly on the receipt.
- Is the Quantity and Type of fuel correct?
- Is the Tail Number pre-printed correctly on the receipt? If not, write it in.
- Is the total purchase amount correct?
- Write the Pilot's name on the receipt.
- Is the receipt and your printing legible?
- Is the FBO's name & address on the receipt?
- Be sure the receipt is IMMEDIATELY scanned and uploaded to the sortie in WMIRS! Smartphone Apps allow you to instantly scan the receipt to PDF for immediate upload to the sortie in WMIRS! **Upload must be done within 72 hours.**
- Is the fuel purchase date on the receipt the same as the sortie date? If not, you must briefly note the reason why.
- Send the receipt to Wing Headquarters.

# Sample Vehicle Fuel Receipt

**Vehicle Number** → 33030

**Driver Name / Unit** → Peter Parker / ND-086

**Vendor Name And Address** → QuickChek #136  
5 Leesville Road  
Jackson NJ  
732-928-2032

**Date of Purchase** → Invoice # 99086  
Date 02/09/14

**Fuel Quantity** → Pump Gallons Price  
8 23.726 \$ 3.119

**Fuel Type (Should be Regular)** → Product Amount  
Regular \$ 74.00  
Total Sale \$ 74.00

**Total Purchase** → Total Sale \$ 74.00

**Mission / Sortie Number** → 14-T-5016 / Q0009

**Miles Driven for the Mission** → 300.8 Miles

SALE - Card Swiped  
Merchant Id # 34949289001  
Refer # 177559

THANK YOU  
Enter to win a \$250  
Gift Card!  
Complete our Survey  
at  
QuickChekListens.com  
Within 3 Days of  
Your Visit

Is the Vehicle number (33xxx) written on the receipt?

Is the name of the member who made the purchase and their unit on the receipt?

Is the Service Station's name and location on the receipt?

Is the date of the purchase on the receipt?

Is the Quantity and Type of fuel correct?

Is the total purchase amount correct?

Is the receipt, including your notes, legible?

If on a mission, be sure the receipt is IMMEDIATELY scanned and uploaded to the sortie in WMIRS! Smartphone Apps allow you to instantly scan the receipt to PDF for immediate upload to the sortie in WMIRS! Upload must be done within 72 hours.

Send the receipt to Wing Headquarters.

# Sample Merchandise Receipt

**Purchaser Name**: Peter Parker

**Unit Charter #**: ND - 077

**Vendor Name**: Home Depot

**Vendor Location**: STORE MANAGER BILL THURMAN 856.234.0880  
1200 NIXON DR MOUNT LAUREL NJ 08054

**Date of Purchase**: 10/24/13 - 07:10 PM

**Item(s) Purchased**:  
722571C07454 2 SKINNY MINI <A> 12.44N  
2-STEP STEEL SKINNY MINI  
0000-1E3-768 WATER <A>  
SIGAL WATER ONLY W/ EMPTY EXCHANGE  
205.99  
029039701352 KEY-KW1 <A> 11.98N  
KEYELANK KW1, AVIKSET LOCK 1.57N  
6955837500022 SLNDERPLUG <A>  
HOST CMPCT 5 OUTLT PWR CTR SLNDR PLG  
204.97

**Item(s) Price**:  
SUBTOTAL 35.93  
SALES TAX 0.00

**No Sales Tax**: TAX EXEMPT

**Total Purchase**: TOTAL \$35.93  
AUTH CCDE 034791/7035271 35.93  
TA

P.O.#/JOB NAME: 131024

0814 03 97497 10/24/2013 3331

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 01/22/2014  
THE HOME DEPOT RESERVES THE RIGHT TO  
LIMIT / DENY RETURNS. PLEASE SEE THE  
RETURN POLICY SIGN IN STORES FOR  
DETAILS.

Is the name of the member who made the purchase on the receipt?

Is the total amount correct?

Is the Vendor's name and location on the receipt?

Is the receipt legible?

Are all items on the receipt for CAP use?  
\*\*\*\* Do Not put personal use items on the same purchase as CAP purchases. \*\*\*\*

Submit your receipt with the correct reimbursement form to your finance officer promptly.  
\*\*\*\*IAW CAPR 173-1, NDWG/FM cannot reimburse purchases older than 60 days. \*\*\*\*

Is the charter number of the unit reimbursing the purchase on the receipt?

Is the date of the purchase on the receipt?

# Common Mistakes to Avoid

## Credit Card Authorization Slips ARE NOT Receipts

RICKY'S PIZZA  
13 MAIN STREET  
ANYTOWN, NJ 08132  
800-555-9876

TERMINAL ID: 79950763  
MERCHANT # 466996613508

VISA  
\*\*\*\*\*5678 EXP: \*\*/\*\*

SALE  
BATCH: 007646 INV: 0000445  
July 29, 2014 18:47  
RRH 4146354648 AUTH: 546546  
TRAN SEQ #: 0472673

TRANSACTION ID: 5414399131853  
APPROVAL 974226

**TOTAL \$87.95**

BENJAMIN B SARGUY

**THANK YOU!**

CUSTOMER COPY

No Itemized list of what was purchased,

No cost per item or indication of sales tax for what was purchased.

Always ask for an itemized receipt when purchasing with a credit card . **CAP WILL NOT accept credit card authorization slips as receipts.**

**NEVER** combine CAP purchases with your personal purchases. Always use a separate transaction when you buy items for CAP use.

Be sure to submit your receipts to your finance officer immediately. CAPR 173-1 forbids payment of reimbursements older than 60 days from the date of the purchase on the receipt. Be sure to leave enough time for your finance officer to get the appropriate signatures and transmit the request to NDWG/FM.