Sample Receipt

Vendor Name
Date of Service
Fuel Quantity
Vehicle ID/Plate #
Mission/Sortie #
Vendor Location
Price per Gallon
Total Purchase
Purchaser Name
Mileage/Hours

```
Mobil oil #255
    123 Main St
  Livonia, MI 48150
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02/29/12   11:32 PM
Term: 00439482038
Appr: 453924
Sec#: 013847

PUMP# 03 CREDIT
UNT REG   @ $3.593/G
VOLUME    16.82 GAL

GAS TOTAL    $60.54
Credit
5000xxxxxxxx9999

02/29/2012 23:31:12

THANK YOU FOR
SHOPPING AT MOBIL

NWA 3765
Burke
12-T-9909/G003
236 Miles
```

□ Is the Mission/Sortie number on receipt?

□ Is the Vendor name and location on the receipt?

□ Is the tail number or vehicle ID on the receipt?

□ Is the receipt date the same as the sortie date?

□ Is the fuel quantity (gallons) correct?

□ Is the total amount correct?

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

□ How many miles or flight hours does the receipt cover?

□ Is the receipt legible?

BEFORE FLIGHT	
MISSION SIGN IN (if required for the mission)	☐
CAP ID (confirm current & on your person)	☐
COMPLIANT UNIFORM (IAW 39-1)	☐
SORITE ENTERED INTO WIMRS	☐
SQUAWKS CHECKED	☐
AIRCRAFT BOOK CHECKED & UPDATED	☐
PRE-Flight AIRCRAFT	☐
VOT CURRENT	☐
IC BRIEFING	☐
REQUIRED PRE-FLIGHT ITEMS (WX, RWY DATA, TFR, NOTAMS)	☐
Weight & Balance/ORM Sheet on Counter	☐
FAA Flight PLAN FOR FLIGHTS EXCEEDING 50NM	☐
ES CREW: 101 cards, CAPF 104 & requried mission docs	☐
Flight Release Officer briefed, flight released	☐

POST FLIGHT	
FAA FLIGHT PLAN CLOSED	☐
Flight Release Officer Notified	☐
IC Briefed	☐
Aircraft Refueled	☐
Aircraft Cleaned, Secured,	☐
WIMRS completed	☐
Fuel Reciept completed, scanned & uploaded	☐
Aircraft book completed & Stored, aircraft keys on hook	☐
Weight & Balance/ORM Sheet removed from OPS counter	☐
ES: CAPF 104 & Mission Documentation complete	☐
Squadron Cleaned, Everything Shutdown, Hanger Secured	☐