

SHELL MASTERCARDS AND GUIDELINES MUST REMAIN IN THE AIRCRAFT LOGBOOK AT ALL TIMES!

SHELL NAVIGATOR AIRCRAFT FLEET CREDIT CARDS

Highlights:

- This card is for **AFAM fuel and oil only**. No other uses are currently permitted.
- One MasterCard credit card is issued to a specific tail number and ***MUST stay with that aircraft AT ALL TIMES*** (even if the plane is transferred to a new Wing). **Do not use an aircraft's specific card for any other aircraft.**
- Credit Cards will remain in the Log Books.
- Credit Cards are to be used only for **NHQ REIMBURSABLE Missions**:
 - All "A" Mission Symbols (ex: SAR, MX Flight, Proficiency, Cadet O-Rides).
 - Some "B" Mission Symbols (B10, B11, B13 – FEMA, NOAA & NWS/other Federal Agencies).
 - Oil may be purchased with the fuel from the Fuel Vendor at the time of fill-up.
- **Cards are never to be used for "C" Missions, MO-Misc Missions, or pilot-paid proficiency.**
- This card will work at any fuel vendor. It is not limited to Shell stations.
- Should a vendor not accept MasterCard, notify the wing administrator at wing HQ.

Payment Procedures:

1. Cards are Tail Number specific and not to be used with any aircraft other than the one specified on the card.
2. Pin Numbers (could be called "Driver ID") will be the first four numerical digits of the tail number. *
 - If there are not 4 digits, add a zero to the end of the pin until you get to four digits.
 - Ex: N230CP = 2300 pin
 - Ex: N359CP = 3590 pin
 - Ex: N9327E = 9327 pin
 - *Some stations may not require a pin/driver ID.
3. If prompted for "odometer" while using the card you may put in any number.
4. **If the Merchant asks for a zip code, it is 36112.**
5. If a hand written receipt is provided by the fuel vendor, please write "NHQ Card" on the fuel receipt to indicate that this was the form of payment
6. Complete WMIRS sorties within 72 hours, to include scanning/uploading ALL documentation/receipts.
 - On your Air Sortie Page, **please check the "NHQ Shell Card Paid" Box** next to the receipt number field to ensure proper payment and documentation.
7. Remember to notify the vendor about CAP's tax exempt status and ensure the final invoice is tax-free.
8. Ensure the receipt reflects the correct card number in case the vendor/FBO uses the "card on file."
9. ANY Questions – Please call or email Todd Kirkendall at WG HQ (660-687-3847 or hq@mowgcap.org).

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