

## Civil Air Patrol, Delaware Wing Training Document

### TD-008: DAFB Aero Club CAP Fuel Purchase Procedures

#### ***KDOV Fuel Purchase Instructions:***

In order to refuel at KDOV during regular and after hours please follow instructions below.

All DEWG CAP aircraft should have a KDOV fuel key with these instructions in the zipped pocket of each logbook. If your aircraft does not have a KDOV fuel key pilots must make prior arrangements with Aero Club to acquire a fuel purchase. Aero Club phone M-F only: 302-677-6365. After hours: Aero Club Mgr, Mack, 302-670-5920.

Aero Club pilot lounge combination is 3479 to access dispatch computer for fuel purchase.

1. Log into Dispatch Computer
  - a. Member ID: "Civil"
  - b. Password: "7220"
2. Click on Sales tab
  - a. Click on the "Create Invoice Tab"
  - b. Click "Yes"
3. Members ID – Type or scroll to "Civil" tab to continue
4. Scroll to or type Inventory ID # "913010002"
5. Enter fuel quantity purchased
6. Click on the "Cash" box (lower left side of screen). **Do not select other than "Cash"**.
7. Put amount paid in the "Amount Paid" box
  - a. Amount Paid should match Amount Due
8. IMPORTANT: In the "Remarks" section enter:
  - a. Which credit card to charge, i.e. Avcard or EFS per TD-007 CAP instructions
  - b. Include aircraft N number, your name, CAPID, Mission Number, Sortie Number and either A or B designation
9. Click the "Done" button at the top
10. Receipt should print.
  - a. Put "Customer" copy in aircraft fuel folder.
  - b. Put "Accounting" copy in gray metal box, (Aero Club box), near computer.