

Colorado Wing Vehicle Fuel Purchase Report		
A	Purchaser grade, first and last name.	
B	CAP ID of the purchaser.	
C	Vehicle ID number	
D	Odometer	
E	Type of Activity/Purpose	
F	Type of card used	

Attach Receipt Here



COWGF 173VFR Jan 2024

**INSTRUCTIONS.**

1. Use this form as permanent documentation for all purchases other than those entered into WIMRS. Be sure to print legibly.
2. Attach the receipt to the form over the COWG logo.
3. Complete each item A-F with as much information as possible
  - A. This should be the same person whose name appears on the credit receipt (if used) or the person making the purchase with cash or check.
  - B. The CAP ID of the person listed in item A.
  - C. Use the vehicle number. Use the state license plate number for POV, including state and number.
  - D. The current odometer reading.
  - E. Identify as clearly as possible the type of activity: Mission expense, travel, local training, supplies, etc., and the reason for the purchase.
  - F. Identify the type of card used for the purchase (Personal, Corporate Visa, WEX, EFT, etc.)
4. Send the completed form to [fm-rcpt@cowg.cap.gov](mailto:fm-rcpt@cowg.cap.gov)
5. If a receipt cannot be generated, Complete COWGF 173VFR along with a note explaining why a receipt is unavailable (mechanical malfunction, closed facility, etc.) and the following information. Include a photo of the pump face showing the purchase details if possible.
  - a. The name and address of the vendor
  - b. Date of the purchase.
  - c. A line-by-line list of items purchased and each item's cost.
  - d. Tax assessed by the vendor,
  - e. Amount remitted by the purchaser.
  - f. Any credit(s) or change returned by the vendor.