I. PURPOSE

A. The purpose of the Gulf Coast Wing PX is to raise funds for the wing. The selling of merchandise through the PX also promotes the mission of the CAF via materials and goods imprinted with our logos and vintage aircraft symbols. Having a presence at public events affords the wing the opportunity to reach out to the community and further the message of preserving aviation history.

II. SCOPE

A. The PX carries a variety of merchandise and strives to reach a wide range of the population --- from toddlers to WWII-era folks! Some of the products offered in the GCW PX are caps, apparel for men, women and children, pins, patches, posters, prints, toys, model kits, etc. Our inventory is ever-changing and new ideas are always welcome.

III. SET-UP

A. The following items should be packed when the PX is traveling to events:

1. Tent & tent weights
2. Tables & chairs
3. PX Briefcase (cash box) with seed money
4. Credit Card Reader
   a) This reader attaches to an Smartphone and allows us to process credit card purchases. (See further information later in this section.)
5. Plastic tubs with merchandise for sale
   a) Each item will be marked with a price sticker
   b) Bins are marked on the end as to what is in that particular bin. Like items are grouped together in a bin to allow for ease of set-up and break-down.
6. One “logistics’ bin containing items such as paper, pens, tape, calculator, scissors, table cloths, bungee cords, banners, etc.

B. The PX is set up either under the wing of the airplane or under the tent(s) in an area designated by the event host. If under the wing, it is preferable to set up on the same side as the rear exit door. This is a better traffic pattern to make contact with people as they exit the plane after their tour.

IV. PX BRIEFCASE

A. The contents of the PX Briefcase include the following:

1. Seed cash
2. PX Report forms
3. A copy of this PX section of the B-17 Operations Manual
4. Membership Applications

**B.** This briefcase should NEVER be out of sight for any period of time.

**V. CREDIT CARDS**

**A.** The GCW PX uses Chase Paymentech Card Readers (SEE NOTE) to process credit cards. This device attaches to a Smartphone and allows us to swipe the customer’s credit card in the field and get authorization and confirmation of the transaction on the spot. The funds are automatically credited to our bank account immediately (no need to "batch out").

**B.** Before you can use a Card Reader, you must have a User Name and Password. Contact the Finance Officer, Col Craig Langnes, to set this up for you.

**C.** You must download the Chase Mobil Checkout application from the App Store or Google Play on your Smartphone.

1. Launch the application
2. Enter your User Name and Password
3. Plug the Card Reader into your Smartphone, turn your volume up all the way, and make sure the application is open to the entry screen. Listen for the Card Reader to snap into place.
4. Press "Sale" (or "Refund"). Enter the amount of the purchase (or refund). Press "Continue". Your Card Reader will then light up and be ready to use.
5. On the "Enter Card" screen, swipe the card (strip down and towards the back of the Reader). Expiration Date and Security Code will automatically populate.
6. In the "Reference" section, enter either PX, tours, donation, etc.
7. You can also enter the credit card information manually. Follow the prompts.
8. Once the transaction is approved, the signature screen will come up. Have customer sign (with the stylus which is kept in the cash box).
9. If the customer desires a receipt, enter either their email address or cell phone number on the next screen. Chase Paymentech will automatically email or text the receipt to them. You will also receive an email of each receipt.
10. At the top of the home screen, the total number of transactions for that day, as well as the total amount of credit card charges, will be displayed. You will use this when preparing your PX Report for the mission.
11. The Help Desk Number is **866-428-4967** should you need assistance. Inside the Card Reader box, you will find a small piece of paper which contains all the information you will need to give the representative at the Help Desk.
12. You will need to charge the Reader each night before using the next day.
D. A purchase of **at least $15.00** is required to process a credit card transaction.

**NOTE: The Card Readers are currently not working; you can still use the Chase app to take credit cards manually; the readers may be used again at a future date. See the PX Officer for more details.**

**VI. MONEY**

A. There will be a Team Leader assigned to each PX. **Team Leaders ONLY will handle the cash and credit card transactions for the PX.** No one else should handle the money! The Team Leader should place any large bills under the tray in the cash box. At Wings Over Houston Air show, the PX Officer will come by periodically during the day to collect any large bills.

B. The PX Briefcase is sent out for each tour with $200.00 seed money (more for large air shows such as Wings Over Houston or extended tours).

C. At the end of each tour stop, the cash is counted, leaving the same amount of seed money in the briefcase for the next stop on the tour.

D. The PX Report form is completed and, if possible, sent to the Finance Officer along with a cashier’s check for the amount of cash from that tour stop. If it is not practical to get a cashier’s check at that time, the cash may be kept in the briefcase until it is possible to get the check. Or, in the case of only one tour stop, it is acceptable to keep the cash in the briefcase until returning home, at which time a cashier’s check and the PX Report will be mailed (or delivered) to the Finance Officer. Be sure to include credit card tickets and any receipts for purchases with the PX Report.

E. There are NEVER to be any purchases made with PX money unless authorized by the PX Officer.

**VII. HANDLING THE MERCHANDISE**

A. Crew Members must remember that all of the merchandise carried in the PX has been paid for and, therefore, should be treated as cash in hand. The PX is packed in plastic bins to protect it from the elements. Be sure the merchandise is protected at all times.

B. The PX merchandise should be unpacked carefully and displayed in an attractive manner, whether situated under the wing of the plane or in another area. The display always looks more appealing if table cloths are used. Always position the toys separately from the t-shirts. DO NOT display plastic toys in the direct sunlight. If you have gliders or inflatables, display one that has been assembled. It is a good idea to display only a few of each t-shirt on the tables. Keep the rest in a bin in a convenient place under the tent. Hang a sample of each shirt at the back of the tent, using bungee cords and clothes pins. Hang them so that the graphics are showing. Be sure to hang the GCW banner somewhere in the area where it can easily be seen, preferably on the front of the tables.
C. At the end of the show, or at the end of the day, merchandise must be carefully and neatly packed into the bins. Remember, you will be displaying this merchandise again! Items should be placed back in the original bin in which it was packed. Like items are grouped together in a bin to allow for ease of set-up and break-down. It is permissibly to merge some bins, if necessary, for ease of transport.

VIII. ORDERING MERCHANDISE

A. It is the responsibility of the PX Officer to purchase merchandise to be sold in the PX. The PX Officer will also work with CAF-HQ on ordering items when appropriate.

B. The following approvals are required when ordering PX merchandise:
   1. $500.00 or less - approval of the PX Officer
   2. More than $500.00, but less than $2,500.00 - approval of the Wing Leader OR the Finance Officer
   3. $2,500.00 or more - Approval of the Wing Staff

C. Upon receipt of each order, the PX Officer verifies all items have been received and approves the invoice for payment. The invoice is then forwarded to the Finance Officer to be paid.

D. Each item is marked with a price sticker… standard mark-up is 100% on most items; however some are 200%-300%. Any deviation from the set price of an item must be approved by the PX Officer.

IX. INVENTORY

A. Inventory of the PX merchandise is conducted at year-end. This is a requirement of CAF-HQ.

B. Once the year-end inventory is completed, a copy of the inventory report should be forwarded to the Finance Officer and the Treasurer at CAF-HQ.

C. An audit by the CAF HQ staff will be conducted each year following year-end inventory.

X. MISCELLANEOUS

A. Each Wing Member is allowed to have ONE (1) family member assist with the PX at Wings Over Houston Air show. This person MUST be at least FIFTEEN years of age. Cadets under the age of 15 years old are allowed to work the PX.

B. You are expected to work the entire shift for which you volunteered. In the past, we have had volunteers who left their assigned positions, resulting in the PX being short-staffed. If you must leave your post for a few minutes, please make sure the PX is properly staffed. If this problem persists, the offending volunteer(s) will be excluded from working the PX in the future.

C. The Team Leaders will be responsible for making sure the PX stays fully staffed throughout the day.
D.  **Consumption of ALCOHOL is not allowed while working the PX.** The offending volunteer(s) will be excluded from working the PX in the future.

E.  **You MUST engage the customers! Ask them if they are enjoying the show, if they have toured TR yet, etc. Point out some of the merchandise available. Visit with the kids; demonstrate the toys. Never let a customer ‘just stand there’ – ALWAYS interact with them. You will find that when you engage them, they are much more apt to make a purchase!**
# GCW PX REPORT

**TOUR:** Anytown Air Show  
**LOCATION:** Anytown, USA  
**ARRIVAL DATE:** 6/7/2013  
**DEPARTURE DATE:** 6/8/2013

## INCOME: PX SALES

*Before counting PX cash, remove Seed Money (usually $200.00) and place in the cash box for the next day.*

<table>
<thead>
<tr>
<th>DAY</th>
<th>AMOUNT</th>
<th>DAY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$315.00</td>
<td>2</td>
<td>$392.00</td>
</tr>
<tr>
<td>2</td>
<td>$70.00</td>
<td>3</td>
<td>$189.00</td>
</tr>
</tbody>
</table>

Total PX Day 1: $1,382.00

Total PX Day 2: $1,151.00

**PX SALES TOTAL:** $1,533.00

## PX CASH EXPENSES

Attach Receipts

- $...
- $...
- $...

Total PX Cash Expense: $0.00

## TOTAL OF PX INCOME MINUS PX EXPENSES

Total: $1,382.00

## MISC INCOME: Donations, Rides, Tours

<table>
<thead>
<tr>
<th>DAY</th>
<th>AMOUNT</th>
<th>DAY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$27.00</td>
<td>5</td>
<td>$27.00</td>
</tr>
<tr>
<td>6</td>
<td>$27.00</td>
<td>7</td>
<td>$27.00</td>
</tr>
</tbody>
</table>

Total MISC Day 1: $54.00

Total MISC Day 2: $54.00

**TOTAL OF MISC INCOME:** $108.00

**TOTAL OF ALL INCOME:** $1,490.00

Note: Never send cash. Convert all cash to a cashier’s check or deposit directly into bank account.

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### **FUNDS TRANSMITTED**

- Cashier’s Check (or cash deposited): $1,151.00
- Personal Checks: $259.00
- Credit Cards: $200.00
- Other: $0.00

Total: $1,400.00

**DO NOT SEND CASH**

Mail/Expedite Report to:

CoI Craig Langnes  
28606 Parkerton Lane  
Spring TX 77386

832 928 7817 (cell)

(deposit copies of report, any checks, deposit slip and cc receipts to PX Officer)

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**DEPOSIT SLIP ATTACHED IF APPROPRIATE**