



FUEL SYSTEMS MANAGEMENT

Mail Drop 071R
2225 S. 22nd Avenue
Phoenix, AZ 85009

Phone: 602.712.6526

FAX: 602.712.3306

Email: FuelSystemsManagement@azdot.gov

FLEET FUEL CARD USAGE

**REPORT LOST OR STOLEN CARDS IMMEDIATELY
to ADOT Fuel Systems Management**

PURCHASES WILL BE MONITORED FOR ABUSE

- ❖ USE OF THE FLEET FUEL CARD IMPLIES ACCEPTANCE OF ALL ADOA AND ADOT POLICIES AND PROCEDURES.
 - These include, but are not limited to, ADOT Policy FIN-6.13 and the travel portion of FIN-6.02.
- ❖ USE OF THE VOYAGER CARD IS LIMITED TO THE DESIGNATED EQUIPMENT OR UNIT/ORG, AS EMBOSSED ON THE CARD.
 - A card designated for Unit/ORG use may be used for any ADOT vehicle or rental vehicle assigned to that Unit/ORG. All rental policies and procedures must be followed.
 - *Use of a Unit/Org card will result in a direct bill to the Unit/Org.*
- ❖ THE VOYAGER CARD MAY NOT BE USED TO PURCHASE FOOD OR FUEL FOR A PERSONAL VEHICLE OR ANY ITEMS FOR PERSONAL USE.
 - This applies even if the personal vehicle was used for State business. All personal vehicles used for State business must follow ADOA and ADOT policies and procedures pertaining to travel reimbursement.
- ❖ THE VOYAGER CARD IS TO BE USED FOR FUEL ONLY.
 - The use of the Voyager card for anything other than fuel can only be done according to ADOA Procurement policies and procedures. In general, this pertains to emergencies only and will be closely monitored. Additionally, the card has a \$100 limit for non-fuel purchases and any amount over the \$100 limit will need to be approved by ADOT Fuel Systems Management.
- ❖ THE VOYAGER CARD MUST BE KEPT IN A SAFE PLACE AT ALL TIMES.
 - **DO NOT LEAVE THE CARD IN THE VEHICLE!**
 - Keep the card in a key ring holder (provided by ADOT Fuel Systems Management) with the keys for that vehicle at all times. When the vehicle is not being used, the card and keys must be locked up or kept in a safe place.
- ❖ WHEN TRANSFERRING OR RETURNING A VEHICLE, THE VOYAGER CARD FOR THAT VEHICLE MUST BE RETURNED TO ADOT FUEL SYSTEMS MANAGEMENT.
 - Failure to return the card may result in cancellation of the card.
- ❖ PLAN YOUR TRAVEL ITINERARY
 - Locate your fueling stops before beginning travel.
 - Contact any ADOT fueling sites that are en route to verify the available hours of operation.

Example: An employee is traveling from Flagstaff to Tucson. The employee should fuel at the Flagstaff ADOT fueling facility before leaving Flagstaff and make plans to obtain fuel at one or more of the ADOT fueling facilities en route to the Tucson destination.

USE ADOT FUEL SITES WHENEVER AVAILABLE

VOYAGER CARD APPLICATION



Return completed form to:
 ADOT FUEL SYSTEMS MANAGEMENT
 E-MAIL: FuelSystemsManagement@azdot.gov
 FAX: 602.712.3306
 PHONE: 602.712.6526



**CARDS WILL NOT BE ISSUED WITHOUT A COMPLETED APPLICATION
 AND CONFIRMATION OF APPROVAL FROM SUPERVISOR**

Each person requesting a Voyager card must:

1. Read, understand and agree to the ADOT FLEET FUEL CARD POLICY FIN-6.13 prior to requesting a card.
2. Have your Supervisor's approval.
3. Complete and sign all forms as required by ADOT Fuel Systems Management

THIS CARD IS ASSIGNED TO A STATE VEHICLE AND IS TO BE USED EXCLUSIVELY FOR FUEL FOR THAT VEHICLE.

*This card must be returned to ADOT Fuel Systems Management prior to or upon transfer of the vehicle into any other Unit/Org or if returning to Fleet Management. (Ref FIN-6.13) **Failure to return may result in cancellation of card.***

REQUESTING	
NEW CARD	LOST/STOLEN CARD - # 86900 0620 DAMAGED CARD REPLACEMENT - # 86900 0620
VEHICLE INFORMATION	
ADOT EQUIPMENT #	LICENSE # ASSIGNED TO UNIT/ORG #
APPLICANT INFORMATION <i>(cannot be the same as Supervisor)</i>	
NAME:	EIN:
PHONE:	EXT:
I plan my trips to use ADOT fuel locations but sometimes need a Voyager card when (choose at least one):	
Fueling a CNG/LPG vehicle	Traveling in remote areas or out-of-state
Not assigned near ADOT fuel site (10 miles)	Direct billing Org (for card assigned to Org)
Working after hours and/or weekends	Other
DELIVERY PREFERENCE	
ATTENTION: CALL FOR PICK UP: EXT: MAIL DROP: US MAIL TO UNIT/ORG: ADDRESS: CITY STATE ZIP:	
AGREEMENT	
The applicant and supervisor, by signing below, agree to follow all policies and procedures that pertain to conducting business with State owned property. This card is, and will be used as, State owned property and at no time can be used for any reason other than conducting State business. ADOT has the right to terminate the Voyager fleet fueling card at any time. Additionally, by signing below you acknowledge and agree to the ADOT Fuel Systems Management Voyager card usage instructions. (Please read Policies FIN-6.13 and the travel portion of FIN-6.02 before signing.)	

Print Applicant's Name

Applicant's Signature

Date

Print Supervisor's Name

Supervisor's Signature

Date

Supervisor's Phone Number

Extension

FOR ADOT FUEL SYSTEMS MANAGEMENT USE ONLY

Confirmation of Approval Received:

CIRCLE STATUS:

APPROVED

DENIED

Reviewed by:

Date: