



FUEL SYSTEMS MANAGEMENT

Mail Drop 071R

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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 VEHICLES 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 FLEET VEHICLES FUEL 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 FLEET VEHICLES FUEL 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 FLEET VEHICLES FUEL 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 FLEET VEHICLES FUEL 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 FLEET VEHICLES FUEL 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

FLEET VEHICLES FUEL 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 FLEET VEHICLES FUEL CARD 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 application <http://emswebp98001/FuelCardRequest/> or 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		
<input type="radio"/> NEW CARD	<input type="radio"/> LOST/STOLEN CARD - # <input type="text"/>	
	<input type="radio"/> DAMAGED CARD REPLACEMENT - # <input type="text"/>	
VEHICLE INFORMATION		
EQUIPMENT # <input type="text"/>	LICENSE # <input type="text"/>	ASSIGNED TO UNIT/ORG # <input type="text"/>
APPLICANT INFORMATION <i>(cannot be the same as Supervisor)</i>		
NAME: <input type="text"/>	EIN: <input type="text"/>	
PHONE: <input type="text"/>	EXT: <input type="text"/>	
I plan my trips to use ADOT fuel locations but sometimes need a Fleet Vehicles Fuel card when (choose at least <input type="checkbox"/> Fueling a CNG/LPG vehicle <input type="checkbox"/> Traveling in remote areas or out-of-state		
<input type="checkbox"/> Not assigned near ADOT fuel site (10 miles) <input type="checkbox"/> Direct billing Org (for card assigned to Org)		
<input type="checkbox"/> Working after hours and/or weekends <input type="checkbox"/> Other <input type="text"/>		
DELIVERY PREFERENCE		
ATTENTION: <input type="text"/>		
<input type="radio"/> CALL FOR PICK UP: <input type="text"/>	EXT: <input type="text"/>	
<input type="radio"/> MAIL DROP: <input type="text"/>		
<input type="radio"/> US MAIL TO UNIT/ORG: <input type="text"/>		
ADDRESS: <input type="text"/>		
CITY STATE ZIP: <input type="text"/>		
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.)		

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Applicant's Name	Applicant's Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Supervisor's Name	Supervisor's Signature	Date
<input type="text"/>	<input type="text"/>	
Supervisor's Phone Number	Extension	

FOR ADOT FUEL SYSTEMS MANAGEMENT USE ONLY		
Confirmation of Approval Received:	CIRCLE STATUS:	APPROVED DENIED
Reviewed by:	Date:	