



**EQUIPMENT SERVICES - FUEL SYSTEMS MANAGEMENT**

Mail Drop 071R

Phone: 602.712.6526

2225 S. 22<sup>nd</sup> Avenue

FAX: 602.712.3306

Phoenix, AZ 85009

Email: [FuelSystemsManagement@azdot.gov](mailto:FuelSystemsManagement@azdot.gov)

## **FLEET FUEL CARD REQUEST AND USAGE INFORMATION**

### **FUEL CARD ACTIVITY WILL BE MONITORED FOR ABUSE**

- ❖ USE OF THE FLEET FUEL CARD IMPLIES ACCEPTANCE OF STATE POLICIES AND PROCEDURES.
- ❖ USE OF THE FLEET FUEL CARD IS LIMITED TO THE DESIGNATED VEHICLE OR OPERATIONAL UNIT, AS EMBOSSED ON THE CARD.
  - A dedicated Unit fleet card may be used for a rental vehicle being rented by the agency. All rental policies and procedures must be followed.
  - All fleet card usage will be directly billed to the agency unit.
- ❖ THE FLEET 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 State policies and procedures pertaining to travel reimbursement.
- ❖ THE FLEET FUEL CARD IS TO BE USED FOR FUEL ONLY.
  - Call ADOT Fuel Systems Management for specific card use other than fuel purchases. Emergency Fleet Card use has strict limitations.
- ❖ THE FLEET FUEL CARD MUST BE KEPT IN A SAFE PLACE AT ALL TIMES.
  - **DO NOT LEAVE THE FLEET FUEL CARD IN THE VEHICLE!**
  - Keep the Fleet Fuel 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 FUEL CARD FOR THAT VEHICLE MUST BE RETURNED TO ADOT FUEL SYSTEMS MANAGEMENT.
- ❖ PLAN YOUR TRAVEL ITINERARY
  - Locate your fueling stops before traveling.
  - 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.*

**FOR LOWER FUEL COSTS USE ADOT FUEL SITES WHENEVER AVAILABLE**

## FLEET FUEL CARD APPLICATION



Scan and send completed form to:  
 ADOT FUEL SYSTEMS MANAGEMENT E-  
 MAIL: [FuelSystemsManagement@azdot.gov](mailto:FuelSystemsManagement@azdot.gov)  
 FAX: 602.712.3306  
 PHONE: 602.712.6526

**CARDS WILL NOT BE ISSUED WITHOUT A COMPLETED APPLICATION  
 TO INCLUDE, SUPERVISORS APPROVAL.**

**FLEET FUEL CARDS ARE DESIGNATED FOR VEHICLE NUMBER SPECIFIC USE ONLY.**

*For important Fleet Fuel Card instructions, contact ADOT Fuel Systems Management when transferring or turning in a vehicle.*

REQUESTING		
<input type="radio"/> NEW CARD	<input type="radio"/> LOST/STOLEN CARD - # <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	
<input type="radio"/> DAMAGED CARD REPLACEMENT - #	<span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	
VEHICLE INFORMATION		
Vehicle # <span style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></span>	LICENSE # <span style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></span>	ASSIGNED TO UNIT/ORG # <span style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></span>
APPLICANT INFORMATION <i>(cannot be the same as Supervisor)</i>		
NAME: <span style="border: 1px solid black; display: inline-block; width: 350px; height: 1.2em; vertical-align: middle;"></span>		EIN: <span style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></span>
PHONE: <span style="border: 1px solid black; display: inline-block; width: 180px; height: 1.2em; vertical-align: middle;"></span>		EXT: <span style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></span>
I plan my trips to use ADOT fuel locations but sometimes need a Fleet Fuel card when (choose at least <input type="checkbox"/>		
<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 <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span>	
DELIVERY PREFERENCE		
ATTENTION: <span style="border: 1px solid black; display: inline-block; width: 450px; height: 1.2em; vertical-align: middle;"></span>		
<input type="radio"/> CALL FOR PICK UP:	<span style="border: 1px solid black; display: inline-block; width: 180px; height: 1.2em; vertical-align: middle;"></span>	EXT: <span style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></span>
<input type="radio"/> US MAIL TO AGENCY LOCATION	<span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	
<input type="radio"/>		
ADDRESS: <span style="border: 1px solid black; display: inline-block; width: 550px; height: 1.2em; vertical-align: middle;"></span>		
CITY STATE ZIP: <span style="border: 1px solid black; display: inline-block; width: 550px; height: 1.2em; vertical-align: middle;"></span>		
AGREEMENT		
The applicant and supervisor, by signing below, agree to follow State policies. 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 Fleet Fueling Card at any time. Additionally, by signing below you acknowledge and agree to the ADOT Fuel Systems Management Fleet Fuel Card usage instructions.		

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:		