



M E M O R A N D U M

Date: April 2, 2008
To: Fleet Coordinators and State Drivers
From: **Department of General Services**
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834
Subject: **FUEL CARD EXCHANGE**

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) is pleased to inform you that in coordination with US Bank Voyager Fleet Systems Inc., OFAM will be issuing new fuel cards. This effort is being conducted to streamline our processes, provide better customer service, update, verify, validate driver and vehicle information as well as provide fiscal savings to the State of California.

As the recipient of this email, you have been identified as a fleet coordinator or a driver of a leased DGS vehicle. The OFAM will be conducting an exchange of fuel cards at each location as identified below. You must participate in the exchange as current fuel cards will be canceled thirty days after the new fuel cards are issued. The new fuel cards will be valid through 2011.

Fuel Card Exchange Dates and Locations:

Fresno State Garage (559) 445-5527 1025 P Street Fresno, CA 93721	April 21, 2008 - May 16, 2008
Oakland State Garage (510) 286-0901 401 27 th Street Oakland, CA 94612	April 28, 2008 - May 23, 2008
San Diego State Garage (858) 642-5741 5878 Autoport Mall San Diego, CA 92121	May 12, 2008 - June 6, 2008
Los Angeles State Garage (323) 224-0905 1645 North Main Street Los Angeles, CA 90012	May 19, 2008 - June 13, 2008
Sacramento Headquarters Office (916) 928-9860 1700 National Drive Sacramento, CA 95834	June 2, 2008 - June 27, 2008

Fuel cards will be issued at the locations where the vehicles are leased. If you are uncertain of the location, please call the Sacramento Headquarters Office at (916) 928-9860 for verification.

Another e-mail message will follow with more detailed instructions on how to obtain your new fuel cards.