



# MEMORANDUM

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**Date:** February 17, 2011  
**To:** Fleet Coordinators and State Drivers  
**From:** Department of General Services  
Office of Fleet and Asset Management  
1700 National Drive  
Sacramento, CA 95834  
**Subject:** VOYAGER FUEL CARD EXCHANGE

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) will be issuing new Voyager Fuel Cards as the current fuel cards will expire on April 30, 2011.

As the recipient of this email, you have been identified as a fleet coordinator or a driver of a leased DGS vehicle.

**Fuel Card Exchange Dates and Locations:**

Fresno State Garage (559) 445-5527 1025 P Street Fresno, CA 93721	March 7, 2011 - March 18, 2011
San Diego State Office (619) 525-3777 1350 Front Street, Suite 6022 San Diego, CA 92101	March 14, 2011 - March 25, 2011
Los Angeles State Garage (323) 224-0905 1645 North Main Street Los Angeles, CA 90012	March 21, 2011 - April 1, 2011
Oakland State Garage (510) 286-0901 401 27 <sup>th</sup> Street Oakland, CA 94612	March 28, 2011 - April 8, 2011
Sacramento Headquarters Office (916) 928-7980 1700 National Drive Sacramento, CA 95834	April 4, 2011 - April 15, 2011

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) 928-7980 for verification.

OFAM staff will be available at each location from 8:00am – 5:00pm to assist drivers with a smooth fuel card exchange.

Please note, if you lease a vehicle from the Sacramento State Garage, the fuel card exchange will take place at OFAM's Headquarters Office, located at 1700 National Drive, Sacramento, CA 95834.

Thank you in advance for your cooperation.