

MANAGEMENT MEMO

SUBJECT:

**OFFICIAL STATE OF CALIFORNIA FUEL CARD
US BANK VOYAGER FLEET SYSTEMS INC.**

NUMBER:

MM 05-12

DATE ISSUED:

JULY 21, 2005

EXPIRES:

JULY 21, 2006

REFERENCES:

**SUPERSEDES MANAGEMENT MEMO NUMBER 03-15, DATED JULY 1, 2003
STATE ADMINISTRATIVE MANUAL, SECTION 3687.1**

ISSUING AGENCY:

**DEPARTMENT OF GENERAL
SERVICES****Purpose**

This Management Memo announces the extension of the contract between the Department of General Services, Office of Fleet Administration and US Bank Voyager Fleet Systems Inc. This contract, DGS-OFA-03-FC-1, provides the official State of California fuel card.

Term

The term of the extension is from July 1, 2005, through June 30, 2006. A copy of the Standard Agreement (STD. 213) is available on the Office of Fleet Administration's website at www.ofa.dgs.ca.gov.

Policy

The Voyager Fuel Card is for **Official State Business** and can only be used by State employees conducting State business in a State vehicle.

The fuel card **can** be used to purchase unleaded gasoline, alternative fuels, fluids and lubricants at over 10,500 retail locations throughout California. The fuel card can also be used for basic car washes, oil changes at Jiffy Lube and emergency roadside assistance through the National Automobile Club (800-600-6065). In addition, emergency purchases such as wiper blades, fan belts, tires, etc., are allowed in urgent situations only and must be defined by each employee's department.

The Voyager Fuel Card **cannot** be used for private vehicles or commercial rental vehicles.

When purchasing fuel, drivers are required to purchase regular grade (unleaded) gasoline only. State Administrative Manual, Section 3687.1, states: "**The purchase of premium (supreme) grade unleaded gasoline is prohibited.**"

**Agency
Responsibilities**

It is the responsibility of each agency to review fuel card charges and monthly invoices to reduce unnecessary and inappropriate charges and to also inform vehicle operators of current contracts and policies relating to fuel card purchases.

**Contact
Information**

US Bank Voyager Fleet Systems Inc. contact:

Jodie Collins, Operations Manager
US Bank Voyager Fleet Systems Inc.
Telephone: (800) 987-6591 Toll Free
E-mail: jodie.collins@usbank.com

Questions regarding this Management Memo may be directed to:

Sue Gutierrez, Contract Administrator
Department of General Services
Office of Fleet Administration
Telephone: (916) 327-0074
E-mail: sue.gutierrez@dgs.ca.gov

Original SAM Management Memo signed by Ron Joseph, Director

Signature

Ron Joseph
Director