

Discontinuation of Voyager Fuel Card use at Jiffy Lube's

This notification is to inform you that effective October 1, 2014 the Voyager Fuel Card will no longer be authorized as a payment mechanism for maintenance and repair services at any Jiffy Lube location statewide. Jiffy lube will now be required to invoice state agencies for any services they perform on state owned vehicles, including oil changes.

This policy change does not affect emergency purchases such as wiper blades, fan belts, a tire, etc. These purchases, along with emergency roadside assistance through the National Automobile Club are still allowed as long as they are in accordance with the department's policies.

The following policy changes will take effect October 1, 2014:

- All departments/drivers must cease use of the Voyager Fuel Card as a method of payment for routine maintenance and repairs at any Jiffy Lube location.
- Direct invoicing will now be required in place of using the Voyager Fuel Card for all repairs and routine maintenance by Jiffy Lube vendors.
- Invoices for DGS, Office of Fleet and Asset Management (OFAM) leased vehicles (identified with an 800 number) will be processed and paid by the OFAM.
- Invoices for other state agency-owned vehicles (identified with a 900 number) will need to be forwarded directly to the owning agency for payment by the vendor.

Additional Reminders:

While it is recognized that approved vendors are not always available to service the state fleet in every situation, we strongly encourage the use of approved vendors whenever possible. Approved vendors have been instructed in the repair procedures related to state vehicles and the invoicing payment method used by the state. To locate an approved vendor, you may contact the Fleet Services Call Center at 1-855-611-OFAM or visit the approved vendor search engine website at: http://www.webapps.dgs.ca.gov/ofa/approved_auto_rpr_fac/.

To search for a complete list of all approved vendors in your city, leave the Vendor Name field blank and select your city from the drop-down box, then click on "Find Match" at the approved vendor website.

Maintenance and repairs exceeding \$500 from an OFAM-approved auto repair vendor or exceeding \$350 from a non-approved vendor requires pre-authorization by an Inspector of Automotive Equipment. Splitting invoices is strictly prohibited to avoid the cost limit and approval process by either an approved or non-approved vendor.

Lastly, please remember to enter your vehicle's current mileage when purchasing fuel with the Voyager Fuel Card.

If you have any additional questions please feel free to contact a Fleet Services Call Center Representative at 1-855-611-OFAM or email them at FleetServices@dgs.ca.gov immediately so that the rental records may be updated. You may also access the OFAM website at: <http://www.dgs.ca.gov/ofam/Home.aspx>.

Thank you,

David Montoya, Fleet Metrics and Invoicing Manager
Office of Fleet and Asset Management (OFAM)
State of California»Department of General Services