



# M E M O R A N D U M

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**Date:** May 22, 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: OPTIONS FOR SACRAMENTO FUEL CARD EXCHANGE**

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) will be issuing new fuel cards on the dates indicated below. For your added convenience, DGS-OFAM has extended the dates and included an additional location.

**June 2, 2008 - June 27, 2008**

Sacramento Headquarters Office (916) 928-9860  
1700 National Drive  
Sacramento, CA 95834

**and**

**June 30, 2008 - July 25, 2008**

Sacramento State Garage (916) 928-9860  
1416 10<sup>th</sup> Street  
Sacramento, CA 95814

**or**

If either location is inconvenient, please contact Fleet Headquarters to make other arrangements.

A team of OFAM employees will be available at each location from 8:00am – 5:00pm to assist drivers with the fuel card exchange. For your information, current fuel cards will be deactivated on July 28, 2008.

You will be required to update all driver and vehicle information as OFAM is conducting vehicle inventory. This will require the completion of a new OFA 50 and identification of the last six digits of the vehicle VIN. For undercover vehicles, you will need to provide your A-Card number.

Please contact Stacey Ures (916 928-9860) or Shiloh Peevey (916 928-5823) for more information.

Thank you in advance for your cooperation.