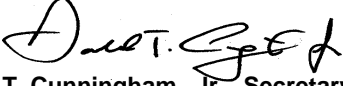


ADMINISTRATIVE CIRCULAR

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

04-7

Number

Subject:	Refueling of Commonwealth Automotive Fleet Vehicles	Date:	April 9, 2004
By Direction Of:	 Donald T. Cunningham, Jr., Secretary of General Services	Expiration Date:	April 9, 2005

This circular contains instructions for the refueling of all vehicles in the Commonwealth Automotive Fleet. The Participating Fuel Suppliers list on page 2 has been updated.

The Department of General Services (DGS), Bureau of Vehicle Management, maintains a 24-hour fueling site located at the Commonwealth Garage at 2221 Forster Street, Harrisburg, PA. All vehicles assigned within the surrounding Harrisburg area should utilize this fueling facility as fuel costs are significantly less than at commercial facilities. Access to this facility requires the use of the Fleet Fueling Credit Card (Voyager). When a driver approaches the gate, he or she should insert the Fleet Fueling Credit Card into the card reader device. The card reader will ask for the following:

- 1. Odometer reading.** Punch in the number, then press enter.
- 2. Pump No.** Punch in 6, press enter and the gate should open. The gate will close behind the driver. When leaving the facility, follow the same procedure.

Instructions are posted at the gas pumps for fueling.

When purchasing fuel outside the Harrisburg area, drivers of Commonwealth vehicles are to use regular unleaded fuel (87 Octane). Drivers of trucks or heavy commercial vehicles may purchase higher-octane fuel when it is justified. However, almost all Commonwealth vehicles require regular unleaded fuel only. Drivers are to utilize self-service facilities and will be held strictly accountable for fuel purchases and the use of the Fleet Fueling Credit Card.

The Fleet Fueling Credit Card should be used only for purchasing gasoline, oil, antifreeze, and window solvent from vendors who have established accounts (see list on page 2). You can also check Voyager's web site at www.voyagerfleet.com for complete addresses of specific fuel providers.

Automotive repairs and maintenance should be invoiced in accordance with *Management Directives 615.7, Commonwealth Vehicle Invoices, and 615.14, Repairs and Maintenance, Commonwealth Automotive Fleet*. If a Fleet Fueling Credit Card is lost or stolen, the driver should immediately notify his or her Automotive Officer, who should then immediately notify the Bureau of Vehicle Management.

Following is a list of fuel suppliers who accept the Fleet Fueling Credit Card. Automotive Officers will be notified of new suppliers as they become available. **(New suppliers are indicated by marginal dots.)**

PARTICIPATING FUEL SUPPLIERS

- ADMIRAL PETROLEUM
- AMOCO
- ALOHA PETROLEUM
- BP
- BEACON
- BIG FOOT
- CASEY'S GENERAL STORE
- CENEX
- CERTIFIED
- CHEVRON
- CHEVRON AVIATION
- CIRCLE K
- CITGO
- CITY MARKET
- CLARK
- COASTAL
- CONOCO
- CROWN
- DAIRY MART
- DASH-N
- DEPOT
- DIAMOND SHAMROCK
- DILLON'S
- DUKE/DUCHESS SHOPPE
- ETNA
- EXPRESS STOP
- EXXON
- EXXON AVIATION
- EZ MART
- FAST STOP
- FINA
- FOOD CHIEF
- FRY'S
- GATE PETROLEUM
- GETTY
- GIANT
- GULF OIL
- HANDY ANDY
- HANDY WAY
- HOLIDAY
- KEYSTONE
- KING SOOPERS
- KROGER
- KUM & GO
- KWIK STAR
- KWIK TRIP
- KWIK FILL
- KWIK MART
- LIL' CHAMP
- LOVES TRAVEL STOPE
- MAC'S
- MAPCO EXPRESS
- MARATHON
- MAVERICK
- MFA OIL
- MIRASTAR
- MOBIL
- MURPHY USA
- MUSTANG
- NEX NAVY EXCHANGE
- NOCO
- PDQ FOOD STORES, INC.
- PHILLIPS 66
- PHILLIPS 66 AVIATION
- PILOT TRAVEL CENTER
- QUICK FUEL
- QUICKSTOP
- RICH OIL
- ROYAL FARMS
- SHEETZ
- SHELL
- SINCLAIR
- SMITH'S
- SMOKERS EXPRESS
- SPEEDWAY
- SPRINT
- SUNOCO
- SUPERAMERICA
- TESORO
- TEXACO
- TEXACO AVIATION
- THE PANTRY
- THORNTONS
- TOTAL
- TRADE MART
- TURKEY HILL
- UNI-MART
- UNION 76
- US OIL
- VALERO
- WAWA
- WILCO
- ZIPMART