

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED

SEP 05 2000

September 1, 2000
10.1.2

Motor Division
CP

TO: Commanding Office, Air Support Division

FROM: Commanding Officer, Motor Transport Division

SUBJECT: VOYAGER FUEL CARD TRANSACTIONS

*Lt -
I can make up
an ASD Notice
By [initials] checked*

The Voyager fuel credit card can be used at commercial fueling stations with either an electronic terminal, or a manual system controlled by the attendant. For electronic fueling services, the card is swiped through the electronic terminal located at the gas island. After the card is inserted, authorization is transmitted. The system will then prompt the user for the vehicle shop number. Once the shop number is verified, the system will prompt the user for an Identification number which is the odometer reading. If the dealer does not have an electronic terminal, the embossed information on the card is manually captured.

Some credit card users enter "00000" instead of the vehicle shop number. The system does accept "00000" as a valid shop number, but the fuel expense will not be charged to the correct vehicle. The attachment identifies such a fuel transaction that allowed fuel to be dispensed, but is recorded as fuel error in the Fleet Management System. Utilizing the fuel card numbers assigned to your Division to correct the error and to accurately capture the fuel expense, the payroll number assigned to your entity was entered into the charge unit number field where "00000" initially appeared.

It is requested that you review fuel credit card procedures with your personnel. It is important that the fuel expense and mileage be charged to the correct fleet vehicle, not the entity.

Your cooperation is greatly appreciated. If you have any questions concerning this matter, please contact Management Analyst II Darlene Boyce on extension 5-3495.

Paul D. Bardon
PAUL D. BARDON
Director of Police Transportation II
Commanding Officer
Motor Transport Division

EIC3338

CORRECTION FOR FUEL TRANSACTIONS

09/01/00 09:27:39

INSIDE/OUTSIDE IND...: O
LOCATION.....: MTD MOTOR TRANSPORT DIVISION
CHARGE UNIT NUMBER...: 19042 ISSUE TO UNIT NUMBER.:
PART NUMBER.....: 27991201
TRANSACTION DATE.....: 08/13/00
FIRST PROCESS DATE...: 08/23/00
INVOICE NUMBER.....:
VENDOR CODE.....: GCARD VOYAGER FLEET SYSTEMS INC
METER READING.....: 0054924
QUANTITY.....: 11.4
UNIT PRICE.....: 1.5200
TOTAL PRICE.....: 17.33
UNIT OF MEASURE.....: GL
FUEL TAX INDICATOR...: N
CREDIT CARD NUMBER...: 86901503200573
DRIVER.....:

NEXT IN/OUT==> O LOC==> MTD

ENTER-CHANGE F1-HELP F5-DELETE F9-RETRIEVE F15-MTR MAINT F17-UNIT LIST