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MEMORANDUM

FROM: Donald Woodward
Daniel Youngblood

TO: Agency Fuel Card Coordinators

DATE: October 20, 2009

SUBJECT: Fuel Card and Driver ID Information

State Fleet Management is currently in the process of distributing new Fuel Cards and Driver ID numbers. When you receive your cards, please check them thoroughly for the following:

- You have received all the cards you are supposed to receive.
- The cards you have received all belong to your agency.

If you receive any cards that belong to another agency, please return them at once to State Fleet Management.

When your Driver ID numbers arrive, please check them thoroughly to ensure that you have received a Driver ID envelope for every employee whose name was submitted. If you receive any Driver ID envelopes that do not belong to any of your employees, please leave the envelope sealed and return it to State Fleet Management as soon as possible.

Contact Details

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