

## Micah Cooper

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**From:** Office of International Education <INTED-L@LISTSERV.UGA.EDU> on behalf of Jeanine Meeler <jmeeler@UGA.EDU>  
**Sent:** Wednesday, March 25, 2015 9:04 AM  
**To:** INTED-L@LISTSERV.UGA.EDU  
**Subject:** New Fuel Cards and Pin information  
**Categories:** Reference

Good morning OIE:

Please read the information below concerning the new gas card system. The new card will work the same way that it does not but there is more fraud protection built in the new system. If you pin doesn't work after two times, please call me. The system now kicks you out of the system if you have not used the fuel card in a while and I can have the Felicia in the Automotive system reactivate your pin. If you continue to put in a pin after three attempts, it revokes your pin and cancels our gas card. Once your pin is revoked, a new number will be assigned to you. It would no longer be part of your 810#. If you have any questions, please contact me.

Let me also take this time to remind you to let Sue or I know when you spill something in the state car. There is coffee spilled all in the front passenger seat and no one has mentioned anything. Please do not take drinks in the state car unless they have a lid on them. Please alert me or Sue if an accident does happen. Thank you.

**From:** [vehicle\\_reply@fmd.uga.edu](mailto:vehicle_reply@fmd.uga.edu) [[mailto:vehicle\\_reply@fmd.uga.edu](mailto:vehicle_reply@fmd.uga.edu)]  
**Sent:** Tuesday, March 24, 2015 5:05 PM  
**To:** Kavita Pandit  
**Subject:** Distribution of New Wex Fuel Cards

Hello OIE:

**We are pleased** to inform you as part of the State of Georgia contract, our fleet will be converting from our Classic card platform to our enhanced Millennium card platform. The Millennium platform does require issuance of new fuel cards, which will give us access to enhanced reporting capabilities, data capture, and additional card and driver controls. This letter is to inform your department that we are in the process of distributing your new fuel cards. Your department should expect them throughout the month of March and April. The current ones expire May 2015. The GA. **Vehicle** Fuel cards are **assigned to specific vehicles; NOT A PERSON**. The GA. Fuel Card, (**which is the Red Equipment Card**) is used for storage tanks, portable fuel cans or gas tanks, portable equipment, such as lawn tractors, mowers, etc. and for emergency use only.

It is of the utmost importance that the proper card & usage of the card goes with the correct vehicle. **A 6-digit pin number, located in the 810 number on your ID card, is also a requirement to be used when fueling up a state vehicle. So if anyone in your department haven't used their 6-digit pin number in a while, which could be terminated for inactivity, please contact us @ 706-542-7525 to check the status of their pins.**

Remember to check the odometer for proper mileage when refueling and **DO NOT USE TENTHS**. If we send you a card to a vehicle you no longer have please send it to the department/person that now has the vehicle and email the changes to our new service department email ([ugaauto@uga.edu](mailto:ugaauto@uga.edu)). If sold or surplus, please shred the fuel card immediately.

Also, if any of your vehicles need any updated information please visit our website (<https://vehicle.fmd.uga.edu>) to do so. Below I have included a couple links to help your department get familiar with our Wex fuel cards Steps, Standards & Guidelines. Also be on the lookout for a new State DOAS Website with tons of statewide information.

Thanks for all the hard work your department does by maintaining the fleet and tracking all the state requirements. If you have any questions and or comments please contact us at our service department email listed above, or directly please call the main office at 706-542-6477.

Helpful Links...

<https://vehicle.fmd.uga.edu/resources/WexCardInstructions.pdf>

[http://doas.ga.gov/StateLocal/SPD/Docs\\_SPD\\_Cards/FuelCardStandardsGuidelines.pdf](http://doas.ga.gov/StateLocal/SPD/Docs_SPD_Cards/FuelCardStandardsGuidelines.pdf)