

Fuel, Fuel Cards, and Fuel PIN's

Each fleet vehicle is issued a fueling card. Each card can be programmed with preset limits, allowed fuel types and purchase quantity. Drivers must have a driver number or Employee Identification Number (EIN) to authorize fuel card usage, however they must never write this number where others may see it. When someone leaves state employment, their PIN will need to be deactivated! The information collected with the system is used to create a monthly fuel management report for each customer. If you need to have a fuel PIN activated or have any questions regarding our fuel network, visit our website fleet.utah.gov/fuel or email us at fuelrequests@utah.gov

*Make sure that your drivers **NEVER** write their Personal Identification Number (PIN) where others can find it!*



- 1.** Our fuel card vendor will not reimburse for fuel fraud when a PIN is written down where it can be seen by others.
- 2.** Entering an incorrect mileage when fueling your vehicle may cost your agency \$50 per transaction.

Benefits of Fueling at a State-owned site

The State of Utah's Fuel Network is the low-cost fueling alternative. The state's fuel contracts make these savings available to state and federal government agencies, including cities, counties, political subdivisions and school districts, and higher education to provide safe, convenient and cost effective fueling.

When a fuel card is not working or lost, you may request a new fuel card by emailing a request to fuelrequests@utah.gov. If a driver uses personal funds to fuel their vehicle, they will need to submit the receipt for the fuel reimbursement to the Division of Finance using finance form FI048. Please take whatever measures you feel are necessary to prevent the loss or damage of the fuel card. Our state-owned and managed fuel sites are often less expensive than the commercial sites such as Maverik, Chevron, Sinclair, or other commercial fueling stations. Your agency can save a lot of money when fueling at a state-owned site. Please use our sites as often as possible. If your drivers like to stop for that soda or snack, encourage them to get the snacks and drinks from their regular gas stations, but to utilize the state-owned fuel site when fueling their vehicles to save your agency money. A list of our fuel sites can be downloaded from our website and also located on an interactive map.

Fuel Additives and High Octane Fuels

Most vehicles manufactured today do not require high octane fuels unless specifically expressed in the owner's manual. Most of Utah is at a higher elevation which means that we can run lower octane fuels. So if the recommended octane of the vehicle is listed as 87 Octane, 85 octane is the equivalent of 87 Octane at our elevation. Please inform your drivers to use the minimum octane rating when fueling our vehicles. As for fuel additives, most products claim to provide benefits that are based on unsubstantiated claims. Most additive companies that do actually provide scientific results generally either have too little supporting data to be conclusive, have not conducted experiments in a controlled fashion, or cannot be substantiated by anyone else but the product's manufacturer. We strongly discourage using state resources on fuel additives unless they are specifically recommended by the vehicle manufacturer.