

Steve Sisolak
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**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
FLEET SERVICES DIVISION**

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MEMORANDUM

June 12, 2020

TO: All Agencies

FROM: Robbie Burgess, Administrator

SUBJECT: USE OF NDOT FUELING STATIONS

It has come to the attention of the Fleet Services Division that there have been billing errors related to refueling Fleet Services vehicles in rural areas of the state. Employees using Fleet Services vehicles who refuel in one of Nevada's rural areas should use a Nevada Department of Transportation (NDOT) fueling station. Most of these rural NDOT fueling stations require an NDOT fuel card, which Fleet Services provides with all our vehicles. However, some of these NDOT fueling stations are not equipped with card readers and utilize a fuel log instead. It is imperative that these fuel logs contain the proper information for accurate billing. To ensure accurate billing and routing when refueling a Fleet Services vehicle in one of these locations, please indicate Fleet Services as the using agency with the Fleet Services #9901 department code on the fuel log.

Thank you for your assistance, and if you have any questions, please feel free to reach out to the Fleet Services Division.