



## Commercial Fuel Card Request Form

City vehicles and equipment should be fueled at internal City-owned fueling sites whenever possible to minimize fuel costs, guarantee fuel quality, and assist the City in data capture and fleet management. Commercial fuel cards may be issued upon request to allow for fueling at external fuel sites. These cards are only to be used for emergency situations or special circumstances. Commercial fuel cards are accepted at most retail and Jubitz/Pacific Pride locations.

**\*\*\*All commercial fuel card requests must be submitted through the bureau fleet coordinator\*\*\***

### Please Note:

- Commercial fueling cards are assigned to the vehicle, not the driver and are typically stored on the sun visor or in the glove box.
- Remember to put the card back in its original location after each use to make it easier for the next operator to locate the fuel card.
- Any operator with a valid PIN in the system can use any commercial fuel card. This makes it easier for bureaus to rotate vehicles as needed.
- Commercial fuel cards may not be used to fill gas cans. Doing so will adversely affect vehicle data reporting. Contact your bureau fleet coordinator about gas can fueling needs.

*I have read the information above and fully understand the rules and procedures for using a commercial fueling card.*

<b>Date</b>	
<b>Vehicle/Equipment Number</b>	
<b>Vehicle/Equipment VIN</b>	
<b>Reason for Request</b>	<input type="checkbox"/> New Card <input type="checkbox"/> Replacement Card <input type="checkbox"/> Please report the original card as stolen
<b>Printed Name</b>	
<b>Signature</b>	

Submit completed forms to CityFleet:

- **Interoffice mail:** 343/Fleet
- **Fax:** 503-823-4374
- **Email:** [vehicleprogramspecialist@portlandoregon.gov](mailto:vehicleprogramspecialist@portlandoregon.gov)

Contact the CityFleet main office at 503-823-2277 with any questions.