STATE FLEET MANAGEMENT REQUEST FOR FUEL CARD

Instructions:

The information provided on this form is used to order fuel cards for the vehicle(s) requested on an accompanying requisition or purchase order. Fuel cards will not be ordered until the vehicle is actually received. Please do not exceed the number of characters specified for a particular heading. For definitions of headings, please refer to the section above each heading. This form must accompany the DMVM Form 6-77 when requesting to purchase a State-Owned vehicle. (*Please reproduce copies of this form as needed*.)

Purchase Order Number

LAST 6 DIGITS OF SERIAL NO.	AGENCY VEHICLE OR EQUIPMENT NO.	EXAMPLE D10 or J04	NAME TO APPEAR ON CREDIT CARD	SUB-GROUPING ID NO.	2ND SUB-GROUPING WITHIN 1ST	Unleaded Regular Diesel.	WEX OR PROP.
VIN NO.	**AGENCY ID NO.**	**AGENCY CODE**	**AGENCY ABBR. NAME**	**1ST SUBDIV.**	**2ND SUBDIV.**	**FUEL TYPE**	**CARD TYPE (W,P)**
(6)	(9)	(6)	(18)	(8)	(8)	(2)	(1)

Date

Agency Fuel Card Administrator

Return to:
General Services Division
State Fleet Management
1026 Sumter Street, 2nd Floor
Columbia, SC 29201-3746