

DATE: May 11, 2016
TO: ALL COMPANY VEHICLE DRIVERS
FROM: RICK COX
SUBJ: FUEL CODING

It is important that everyone utilize the correct coding procedures when fueling with one of the company gas cards. Your coding information tells us where to charge the fuel when the bill arrives each month.

When swiping the fuel card at the pump, you are prompted for two pieces of information: the Driver PIN# and the Odometer Reading.

You don't actually enter the vehicle's **Odometer Reading**. Instead you enter a 6-digit number that tells us how to code the fuel. The first 4 digits identify the job. The last 2 digits identify the trade/task.

We have expanded the trade/task coding to include all of the following:

	Vehicle fuel	Fuel for Equipment
Electrical	19	99
Mechanical	17	97
Piping	16	96
Plumbing	15	95
SSHO	35	
QC	45	

Several examples are provided on the reverse side of this document for your reference.

Please contact me if you have any questions.

FUEL CODING EXAMPLES

JOB#	JOB NAME	"ODOMETER" ENTRY
14.005E	P025 Replace Delalio Elem School	
	Vehicle fuel - electrical	140519
	Diesel fuel for equipment	140599
15.003M	CFCC Emerging Technologies	
	Vehicle fuel - piping	150316
	Vehicle fuel - mechanical	150317
	Diesel fuel for piping equipment	150396
15.021E	Bradley Creek Elem HVAC	
15.021M	Vehicle fuel - electrical	152119
15.021P	Vehicle fuel - mechanical	152117
	Vehicle fuel - plumbing	152115
16.002P	Test Cell Piping Upgrade B4032	
	Vehicle fuel - plumbing	160215
	Vehicle fuel - SSHO	160235
	Vehicle fuel - QC	160245
	Diesel fuel for plumbing equipment	160295