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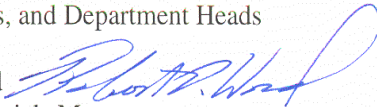
<http://www.fis.ncsu.edu/materialsmgmt>

Purchasing Department
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June 1, 2003

MEMORANDUM

TO: Deans, Directors, and Department Heads

FR: Robert D. Wood 
Director of Materials Management

RE: Voyager Fleet Gas Credit Card

We are pleased to announce the introduction of the Voyager fleet gas credit card as a replacement (required by State Purchasing) for all other types of gas credit cards. This is a traditional credit card that may be used at over 172,000 locations for fuel, maintenance, and minor repairs. It is also the gas credit card presently used in all Motor Fleet Management vehicles, where it has worked well for many years.

Each card is tied to an individual vehicle. We have limited its usage to five transactions per day with a \$4,000 monthly limit, however, this may be modified upon request. PINs will be assigned and will add an additional level of security. Monthly statements will be sent to the department making the application, and payment must be made using the voucher process. Voyager has an extensive reporting process, and optional reports are available to departments for tracking vehicle usage.

Any units currently using other gas credit cards should apply for the new cards and place them in use by June 30, 2003. Upon receipt of the Voyager credit card, the other credit cards should be terminated. Applications must be made using the "Voyager" on-line registration process, which may be found on the Central Stores web site at <http://www.fis.ncsu.edu/materialsmgmt/centralstores/VoyagerGas.htm>. For additional information please call Monica Begley at 5-8097.

C: University Business Officers
Bookkeeper list
Ernie Murphrey