

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST February 13, 2009
		4. UNIT NUMBER 727-5084	7. REQUESTING ELEMENT General Support Services
		5. x NOT FOR THE PRESS	8. X FLASH TT REQUESTED

9. TO  
**THE FORCE**

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT=S NAME	14. COMPLAINANT=S ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

**Voyager Fuel Cards Expiration --Feb. 20<sup>th</sup>-2009**

Effective Feb. 20<sup>th</sup>, 2009 the current Voyager Fuel Cards will expire, Fleet Services Branch has received the replacement cards for the current authorized members. The replacement fuel cards are available from the MPD Fleet Service's Branch office, located at 2175 W. Va .Ave NE. The Fleet Service's office will be available to exchange the fuel cards, Tuesday, February 17<sup>th</sup> -Friday, February 20<sup>th</sup>, hours of operation will be from 0800 until 1700 hours each day for the fuel card exchange. All current authorized members **must obtain the replacement card before Friday, Feb. 20<sup>th</sup>, 2009.**

- Members must return the current card and exchange for the replacement.
- The current issued Voyager fuel card will expire COB- Friday, February 20<sup>th</sup>, 2009

**Voyager Fuel Card Procedures:**

This teletype is to inform all MPD Voyager fuel card users of the procedures when utilizing the fuel cards.

- Voyager fuel cards bearing the members name on the front of the card will continue to be activated with a PIN number assigned to the individual. Members are reminded; this information is sensitive and shall be kept confidential at all times.
- Voyager fuel cards assigned to administration or to a unit shall utilize the assigned PIN number for the MPD fuel card at the time of purchase.

**EXTREMELY IMPORTANT REMINDER:**

- **Voyager Fuel cards are to be used for outside "at the pump" transactions only.**
- **NO "INSIDE PURCHASES" ARE PERMITTED.**
- **NO CAR WASH OR OTHER TYPE PURCHASES ARE ALLOWED**
- **\*REGULAR UNLEADED FUEL IS TO BE PURCHASED ONLY**

1. SOD & District MOTOR officers are allowed Premium fuel purchase for the Harley-Davidson Motorcycles only
2. Only approved SOD cards may purchase Diesel/Propane for MPD approved equipment.

SENDER-BADGE-ORG. ELM. <b>Greg Hester Fleet Services Branch</b>	AUTHORIZED BY-BADGE-ORG.ELM. <b>Inspector Taliaferro Director, General Support Services</b>	BUREAU HEAD APPROVAL <b>Edward A. Hamilton, Sr. Executive Director, Corporate Support</b>
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER <b>77-02-041-09</b>

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