State Fuel Card Use

Under the revised guidelines, each state employee driver MUST complete acknowledgement of the Statewide Fuel Card Standards & Guidelines for their PINS to remain active. Please see link and how-to instructions below: (*Drivers PIN = 6 digit after 810 or 811*)

☐ Fuel Card Driver Acknowledgement Guide.pdf (How-to Guide)

https://doas.ga.gov/assets/Fleet%20Management/Reference%20Documents/Fuel%20Card%20Driver%20Acknowledgement%20Guide.pdf

☐ Fuel Card Driver Acknowledgement Demo webinar (How-to Video Guide)

https://doas.ga.gov/fleet-management/education-and-training/webinars

☐ Driver Acknowledgement Lookup Tool Guide.pdf (How-to Guide)

https://doas.ga.gov/assets/Fleet%20Management/Reference%20Documents/Driver%20Acknowledgement%20Lookup%20Tool%20Guide.pdf

Steps for certification:

1. Follow the steps outlined in "Fuel Card Driver Acknowledgement Guide" above.
    - ☐ A Department of Administrative Services (DOAS) account is required for access to the training (this is not your UGA MyID).
2. Complete the required steps and confirm your completion:
    - ☐ Review State Fuel Card Policy
    - ☐ Do's and Don'ts of fuel Card use training video
3. Fuel Card Acknowledgement:
    - ☐ Select your Organization Only: University of Georgia
    - ☐ Provide your UGA email
    - ☐ Provide your PIN# (810 or 811 number on UGA ID)
    - ☐ Sign your Name and Submit
4. Download your certificate.
    - ☐ Email a copy of the certificate to FMD Automotive Center
        - ☐ Contact: Paul Fields, pfields@uga.edu
        - ☐ Include your Employee ID number in the email
    - ☐ Keep a copy for your records.