

State Motor Fuel Program

There are now new Fuel Contracts that are being managed by the Office Of Fleet Management Services. The following are instructions to order fuel using the State Motor Fuel Program.

Fuel Order Process

1. Agency create a Non-Catalog Purchase Order in eVA with estimated delivery quantity and current fuel price. Current pricing can be found at <http://www.dgs.virginia.gov/OfficeofFleetManagementServices/tabid/1169/Default.aspx>

Agency should insure that the vendor understands that this eVA order is not the final order since a change order will be issued in step 5.

2. Agency calls Vendor to order fuel and gives them the eVA Purchase Order Number created above. Specific instructions for this order call can be found at the link below and are titled **Ordering Quick Reference Guide**:

<http://dgs.virginia.gov/OfficeofFleetManagementServices/StateMotorFuelProgram/BulkFuelProgram/tabid/1173/Default.aspx>

3. Fuel Delivered

4. Agency Receives Invoice from Vendor

5. Agency edits their original eVA requisitions from step 1 to record actual quantity delivered and the actual unit price that corresponds to the date that the fuel was actually delivered . This will result in a Change Order from eVA. Current pricing can be found at

<http://www.dgs.virginia.gov/OfficeofFleetManagementServices/tabid/1169/Default.aspx>

Agency should insure that the vendor understands that this change order is a confirming order and not a new order to be filled.

For information on the **State Motor Fuel Program** visit the **Office Of Fleet Management Services** at <http://www.dgs.virginia.gov/OFMSHome/tabid/1170/Default.aspx>

**VDOT Fuel Contracts: these contracts are schedule to expire on October 26th. Please check with your procurement office if there is a question as to which contracts you should use for fuel.*

For questions regarding the **State Motor Fuel Program** please contact:

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