

## FUEL CARD PROGRAM



Georgia Tech Fleet Management requires all current and potential PIN users to complete a Fuel PIN application packet. Fleet Management suggests that all individuals who utilize gas-powered vehicle obtain a GT Fuel PIN.

**Applicants must complete and submit the following to obtain a New GT Fuel PIN:**

1. [Fuel PIN Request & Agreement Form](#)
2. [Complete the Fuel Card Certification Tutorial](#)
3. **[\\*NEW\\* Complete the DOAS Fuel Card Acknowledgement](#)**

*\*For navigation assistance, click here: [Fuel Card Driver Acknowledgement Tool Guide](#)*

4. [Class C Presentation](#)
5. [Motor Vehicle Driver Acknowledgement](#)

***\*There are five (5) documents necessary to complete the fuel PIN application packet.***

Per the Georgia Tech Campus Information Security Policy, we are not allowed to accept PIN Request via email, due to the sensitivity of information (i.e., Driver's License #). Forms and Certificates must now be sent one of the following ways:

- In-person delivery to the Office of Fleet Management
- Interdepartmental mail (Mail Code: 0350)
- Fax to 404-385-2401
- US Postal Service - Please send to 306 Tenth Street, NW, Atlanta, GA 30318

**All documents sent via email will not be processed and automatically deleted.**

Fuel PINs are processed in 1-2 business days from fuel PIN request submission.

For additional information or questions on obtaining a new fuel PIN, please contact the Office of Fleet Services at 404-385-4232