



ARI Fuel Card Information / Instructions

Please keep with card in vehicle.

Each ARI fuel card is assigned to a specific vehicle and should remain in the glove box of that vehicle. It is to be used for the purchase of fuel only and for that assigned vehicle only.

No other purchases are to be made with it.

- 1) **Car washes should not be facilitated at the pump but facilitated through ARI's maintenance services.**
- 2) **Likewise, any maintenance - type supplies should be paid for via an alternative method.**

You will need a **PIN #** in order to use this card. If you do not have one or do not remember what it is, please contact your Agency Fleet Coordinator (AFC) or manager to have one issued to you. This **PIN #** is not to be shared with anyone.

Per Legislative Rule §148-3-12.2.c: All fuel purchases must be for **regular unleaded or diesel**, unless a higher grade or other type of fuel is required by the manufacturer. Any exception must be requested in writing by the spending unit and approved by the Fleet Management Division.

Fueling the Vehicle

- 1) **Never pump fuel prior to having it authorized**, whether at the pump or through an inside cashier. This will ensure you are not stranded if the transaction can't be authorized or otherwise completed with the card.
- 2) Note your **odometer reading** when you shut off the engine. You will need to enter this when prompted.
- 3) Swipe the ARI card like you would a debit or credit card.
- 4) You will be asked for the odometer reading. **Make sure you enter the odometer reading and not your PIN #.**
- 5) You should then be asked for the Driver's Prompt. This is the **6-digit PIN #** issued to you.
- 6) **Always** obtain a receipt to turn in to your agency.
- 7) Select the fuel grade (87% level) and pump fuel as normal.

If you have any issues with your card at the pump, always go inside and let the cashier try to run it. If you are still having issues, then you will first need to contact your **AFC or manager**. If you cannot reach your **AFC or manager**, then call the Fleet Management Div @ 855-817-1910.

Do not contact ARI unless it is after normal business hours. You should then call the # provided on the back of the card.