



**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY DIVISION
(*Ahension Setbision Hinirat*)
Telephone (the): (671) 475-1705/1706



December 10, 2024

GENERAL SERVICES AGENCY CIRCULAR NO. 2025-002

To: All Department and Agency Heads
From: Acting Chief Procurement Officer
Subject: Fuel Purchase Card Program

Hafa Adai! The Fuel Purchase Card Program has been transitioned to the Department of Administration's General Services Agency (GSA) Division. Effective December 11, 2024, GSA has implemented the following:

Fuel Purchase Card Program Inventory

Participating departments/agencies must provide a Fuel Purchase Card inventory report on all employees that have an active fleet or container card. This report should be submitted in an Excel format, with the following information:

- Employee's Name
- Position Title
- Employee Department/Agency Identification Card Number
- Fleet and/or Container Card Number

The inventory spreadsheet must be submitted to MVR-FPC@doa.guam.gov no later than January 31, 2025.

Fuel Purchase Card Requests (New, Reissued)

Fuel Purchase Cards requests for new or reissued cards must be in the form of a written authorization from the participating department/agency heads. Written authorization must be on the department/agency's letterhead and include the following information:

- Employee's Full Name
- Position Title
- Employee Department/Agency Identification Card Number
- Type of Card being requested – Fleet or Container Card
- For Reissuances – State the reason(s) for reissuance
 - *Lost/Stolen – report lost/stolen card immediately to GSA. A police report must be provided with the notification.

*Damaged – original damaged card must be returned along with written authorization or surrendered before a replacement card can be issued.

Fuel Purchase Card Issuances

Fuel Purchase Cards will be issued at the GSA Warehouse in Piti, Guam. To facilitate a smooth issuance process, employees must contact GSA to schedule a day and time for the Fuel Purchase Card issuance. You may either call (671) 475-1726 (Customer Service) or email MVR-FPC@doa.guam.gov. The card will only be issued to the designated recipient. An employee identification card must be furnished at the time of issuance.

Fuel Purchase Card Termination

It is the responsibility of the department/agency head to notify GSA when an employee is no longer with their current employer. Written notification of termination must be on the department/agency's letterhead and include the following information:

- Employee's Full Name
- Position Title
- Employee Department/Agency Identification Card Number
- Type of Card being Terminated – Fleet or Container Card
- Fleet and/or Container Card Number

The card must be included with the written authorization and turned in at the GSA Warehouse in Piti, Guam. The Department/Agency must contact GSA to schedule a day and time for the terminated Fuel Purchase Card to be handed over to GSA. You may either call (671) 475-1726 (Customer Service) or email MVR-FPC@doa.guam.gov.

Should you have any questions, please do not hesitate to contact the General Services Agency at (671) 475-1726 or send an email to MVR-FPC@doa.guam.gov or Veona.Untalan@gsadoa.guam.gov.

Your attention and cooperation to this matter will be greatly appreciated.

Si Yu'os Ma'ase'!



ANDRIANA QUITUGUA