PHOENIX UNION HIGH SCHOOL DISTRICT
2018/2019 Fuel Card Program

Policies and Procedures

Important Numbers:

Voyager Customer Service – 1-800-987-6591
(24 hours, 7 days a week)
www.voyagerfleet.com

District Voyager Program Manager:
Renae Moncibaez 602-764-1442

• Note: Vehicles should be fueled at
the following sites in order of priori-
ty depending on an employee’s location. **There shall be no passengers in the vehicle while fueling.**

• District Support Facility (5:00 am–
5:00 pm Mon-Fri)

• Any gas station that accepts the
Voyager Card. (Fry’s, Exxon, Valero,
Quick Trip, Circle K, Shell, Mobil,
Chevron, Citgo)

Gas Card Procedures:

1. At a retail gas station, employee will
be required to follow the prompts
provided by the vendor. The fol-
lowing information will be required.

2. Insert Voyager card and remove. If
the pump terminal requires a choice
of “Debit” or “Credit”, press the
“Credit” key.

3. Enter the vehicle’s current odome-
ter reading. Enter a whole number,
do not enter tenths of a mile. Press
Enter. Correct odometer readings
are critical to the fleet management
system so this requirement will be
strictly enforced.

4. Enter the six digit personal identifica-
tion number provided by your site.
Press Enter.

5. Do not provide you pin number to
the gas station attendant. If you must
make the transaction inside the
store, enter the pin number on the
keypad.


The transaction receipt must be retained
and the vehicle’s license plate number
should be recorded on it.

All original gas receipts must be returned
to the Campus/ Site Administrator upon
return of the vehicle and attached to the
Vehicle Check-Out Form.
1. Employee will be held fully responsible for the card security and any charges made with the card until it is checked back in by the Site Administrator.

2. You must have a current pin identification number to use the Voyager Gas Card.

3. For security reasons, pin numbers will be changed every 3 months, please ensure you have the most current number.

4. Campus pin identification numbers must be kept confidential and should not be given to chaperones, students or any other unauthorized person.

5. To limit the District's liability, please immediately report lost or stolen cards to Voyager Customer Service or District.

6. Voyager cards are assigned to a specific District vehicle. This card may not be used to fuel multiple district vehicles and private or personal vehicles. Multiple transactions will be investigated for theft of District resources.

7. This card is limited to fuel purchases only.

8. The lowest cost gas for the vehicle being fueled should be used. Only regular grade gasoline or diesel fuel is allowed. **Premium gas is not an authorized expenditure.**

9. After using the Voyager Fuel Card, the user is required to get an itemized receipt. The user must then write the vehicle number on the receipt and submit all trip related receipts upon vehicle check in to the site administrator.

10. If the wrong pin number is entered three times, the card will lock. Contact the District Office (602) 764-1412 when this occurs, or communicate the problem to the Site Administrator.

11. The card is only authorized for three transactions per day. If you are traveling out of town and determine that more than three transactions are needed, this must be communicated with Teresa Moncibaez X41412, prior to the start of the trip.

12. If the Voyager Fuel Card is locked or you can’t access it to pay for gas, payment may be made from your personal funds. Upon return fill out a Reimbursement Request Form with a justification. The original receipts must be attached and include the vehicle license number and mileage at fill up. Failure to include this detail could result in denial of reimbursement.

13. Improper use of the Voyager Card can be considered misappropriation of public funds and may result in disciplinary action, up to and including termination of employment.