



**THE
NAVAJO
NATION**

JOE SHIRLEY, Jr.
PRESIDENT
FRANK J. DAYISH, Jr.
VICE PRESIDENT

FLEET MANAGEMENT • P.O. BOX 608 • WINDOW ROCK, ARIZONA 86515 • (928)871-6425 • Fax (928)871-7038

July 28, 2003

MEMORANDUM

TO : ALL NAVAJO NATION EMPLOYEES

FROM : *Rita Lynch*
Rita Lynch, Fleet Coordinator
Fleet Management Department

SUBJECT: WRIGHT EXPRESS FUEL CARD

This memorandum will serve as a reminder to all Navajo Nation employees. Fleet Management Department will not tolerate misuse of the Wright Express Card in fueling another Navajo Nation vehicle and used at a fueling station within thirty (30) miles of the nearest Fleet Management fuel bulk station as stated by Fleet Management during orientation.

Several Navajo Nation employees have disregarded Fleet Management's Policy and Procedures on Fleet Fuel Card Usage effective November 18, 2002. The policies and Procedures were handed out during the fuel card orientation to employees attending.

Fleet Management, has given the employees the privilege of fueling Navajo Nation vehicles while on travel. Therefore, any employee found to be using the Wright Express Card near a Fleet Management fueling station will have their **Personal Identification Number** cancelled.

If there are any questions, call Fleet Management Department office, at (928) 871 6426 or the nearest Fleet Management office. Thank you.

CONCURRENCE:

Raymond Barton
Raymond Barton, Program Manager III
Fleet Management Department

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