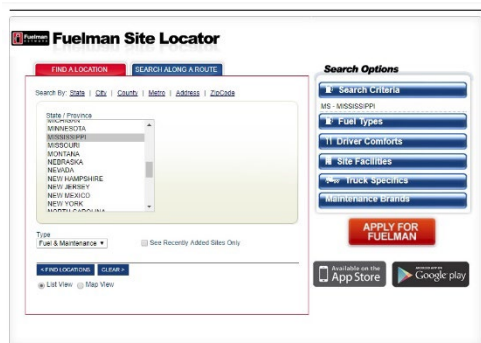


EMERGENCIES: Out of Town or After Hours

Services provided by fuelman other than gas:

If you need services covered by Fuelman or to locate a Fuelman provider, locations can be found at the following site: <http://sitelocator.fleetcor.com/Site/Index> or by calling the 24-Hour Assistance at 1-800-877-9013 or going to www.fuelman.com



- *Take the vehicle to a Fuelman provider for repairs.
- *Bring receipt to Chad Goff in the CP Receiving Office or Tricia Parker in the Halstead Receiving office for processing.

I. If your vehicle breaks down or you have a flat tire:

- A. Contact Tina Matthews or Barry Smith to help locate repair shops and use fuelman card if possible, have a PO processed or use the P-card if available.
- B. After hours use your P-card to have vehicle repaired and send purchasing an explanation (with a copy to Physical Plant) ASAP to put in the vehicle file.
- C. If you do not have your P-card and use your own money to have vehicle repaired, let Physical Plant know and fill out forms to get reimbursement from the University



II. In Town and During Business Hours

- a. Call Tina Matthews first at (228-818-8044). If you can't reach her call Barry Smith (228-818-8060) or UPD dispatch (601-266-4986).
- b. If possible, an alternate vehicle will be brought to you or the vehicle will be towed for repairs.