

NC Division of Marine Fisheries

Go Energies Universal Fleet Card

Supervisors: When requesting a gas card for your staff, please provide the following information and email the form to dmfaccounting@deq.nc.gov:

Employee Name: _____

Budget string to be charged:

Budget Fund	AMU	Program	Fund Source	Project

Employment Status (Circle One): **Permanent** **Temporary (11-month)**

Supervisor Requesting Card: _____

Signature: _____ **Date:** _____

Upon receiving this information, a new gas card will be issued to the employee.

Please remember, before the employee leaves the Division, he/she will need to turn in the gas card to the Purchasing Office. Please do not destroy the card as we can reassign it.

Thank you,

Administrative Services and Maintenance Office
NC Division of Marine Fisheries
3441 Arendell Street
Morehead City, NC 28557
252-515-5465