



STATE OF FLORIDA  
JUSTICE ADMINISTRATIVE COMMISSION

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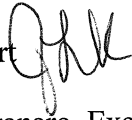
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Victoria A. Montanaro  
Executive Director

August 23, 2007

MEMORANDUM # 084-07

TO: Agency Administrators

FROM: Jessica Kranert 

VIA:  Victoria Montanaro, Executive Director

SUBJECT: Fuel/Vehicle Maintenance Services

The State of Florida has a state contract with Comdata for gasoline and automotive repair and maintenance purchases. Comdata issues a MasterCard brand purchasing card that can be assigned to an individual or a vehicle. Because the card is a MasterCard, it is accepted by nearly all gas stations and automotive repair or maintenance vendors. Purchases are also tax exempt. The state contract can be viewed at, [http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/state\\_contracts\\_agreements\\_and\\_price\\_lists/state\\_term\\_contracts/fuel\\_card\\_services](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/fuel_card_services).

Attached is more detailed information about the program including an overview, forms, and instructions. This information is also posted our website at [www.justiceadmin.com](http://www.justiceadmin.com) under each agency's tab located on the left side of the home page.

Agencies may contact Comdata's Account Manager, Ms. Jeri Winkleblack at 850-385-3210 or [jwinkleblack@comdata.com](mailto:jwinkleblack@comdata.com). You may set up your account directly with Comdata. It is not necessary for cards to be issued through the JAC, like the State Purchasing Card Program.

If you have any questions or concerns, you may contact me at 850-488-2415, ext. 261 or [jessicak@jac.state.fl.us](mailto:jessicak@jac.state.fl.us).