



## Plavan Fleet Fuel Card Worksheet Explanation

**Card Label** – This label will be printed on the fuel card. This can be the name of the driver, the name of the vehicle, the branch number, the card number, et cetera.

**Vehicle Name (Optional)/Vehicle Number (Optional)** – This information will appear on invoices to help sort transactions. This information is optional. Please enter no more than 4 digits for the vehicle number.

**Authorized Fuels** - Enter the fuels that your driver needs access to: All Fuel/Oil, Diesel, Dyed Diesel, Unleaded (Regular), and Oil. Please check all that apply.

**Gallon Limit per Transaction** - Enter the maximum gallon limit per transaction (10, 50, 250, 500 gal etc.). We recommend entering the volume of the vehicle's fuel tank.

**Transactions per Day** – Enter the number of times that the driver needs to fuel per day. We do not allow unlimited transactions for your protection.

**Authorized Fueling Days** – Enter the days of the week that the driver needs to fuel. Any combination of days is valid.

**Authorized Fueling Times** - Enter the hours of the day that the driver needs to fuel. Any combination of times is valid.

