

Zack Stewart
Northern District Commissioner

Wayne O. Burkes
Central District Commissioner

Gene H. Brown
Southern District Commissioner



83-01

P. Chering
Kenneth I. Warren
Executive Director

James H. Kopf
Deputy Executive Director/
Chief Engineer

*83-20 and Tuzelo J. P.
Done to all Section & Squad
Leaders 2/22/99. JH*

Mississippi Department of Transportation / P.O. Box 1850 / Jackson, Mississippi 39215-1850 / Telephone (601) 359-7001 / FAX (601) 359-7110

February 18, 1999

MEMORANDUM

TO: Division Heads
District Engineers

FROM: Chief Engineer
James H. Kopf *JHK*

RE: Fuel Purchases

In order that MDOT provide a consistent means of fuel purchases, any MDOT employee authorized to purchase fuel will use his/her nine digit social security number as their employee number. Also, the employee's location code, a four-digit number, will be their pin number. These numbers will be used for fuel purchases via the present contract or any future contracts regardless of the vendor.

Please insure that all employees authorized to purchase fuel are aware of this in order that a full implementation date of March 1, 1999 is met. After the date of March 1, 1999, MDOT fuel purchases will be made only with the social security number as employee number and location code as pin number.

Your usual cooperation is appreciated.

JHK:JQD/cc

