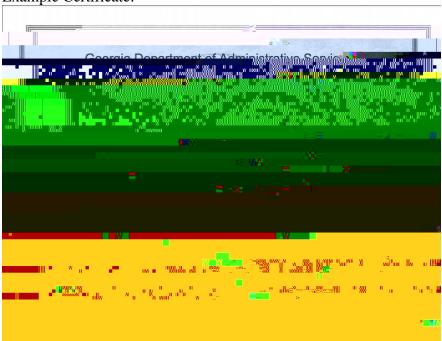
y be required

to drive a state vehicle, therefore the training must be completed.

## **STEPS TO COMPLETE TRAINING:**

- 1. Go to the Georgia Department of Administrative Services <u>Fuel Card Acknowledgement</u> <u>webpage</u>.
- 2. Read the policy and click the "Next" button to start the training.
  - a. Create an account to begin the training.
  - b. Each user will read the policy first, then acknowledgement it. Next, watch the video, and acknowledge it.
- 3. Upon completion 'print' the certificate, scan and email it to Garry Stephens at <u>gstephen@augustatech.edu</u>.



Example Certificate: