

LETTERHEAD

OFFICE SYMBOL

Day, Month, Year

MEMORANDUM FOR RECORD

SUBJECT: Vehicle Identification Link (VIL) Key Request

TO: (Name of Organization and Office Symbol for Office Responsible for Encoding VIL Keys)

1. Request vehicle identification Link (VIL) keys for the vehicles listed on Attachment 1 to this memorandum. The VIL keys must be encoded with the following financial billing data:

Customer DoDAAC:

Fund Code:

APC:

Signal Code: (normally "A" unless the paying office DoDAAC is different from the customers "T" DoDAAC)

Supplemental DoDAAC: (If Applicable Required for Signal Code B customers)

Use Code: (Applicable to US DoD customers only)

Expiration Date of VIL Key: (Required for temporary foreign government use and commercial lease vehicles for fleet augmentation or special event support)

2. Signature to this VIL key request with appropriate billing data acknowledges full organizational responsibility to pay all associated fuel purchases recorded by Electronic Point of Sale (E-POS) VIL key readers at unattended Automated Fuel Service Stations (AFSS) facilities that do not provide fuel purchase paper receipts.

Encl

(Signature)
Typed name of Customer
Organization and Office

Vehicle List

Vehicle Type

Model/Year

Vehicle ID Number
*License Plate or Tag Number
if rental of GSA vehicle.*

Grade of Fuel