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## Guidance on Accessing Discounted Fuel

As an early learning center, you may be eligible for a credit card that allows you to access discounted fuel.

Fueltrac (now Mansfield) is the contract holder for the State Fleet Fuel and Vehicle Maintenance Contract. US Bank issues the lines of credit to those who apply and qualify.

An early learning center may be public, private, or non-profit. US Bank will review each on an individual basis and may require a number of documents to evaluate eligibility.

Step One: Complete the application at X

Step Two: Supply necessary documentation as requested (may vary depending on public, private, or non-profit status).

Examples of possible documentation may include:

- Financial statements reflecting stability or length of time in business
- Tax exempt forms for public or non-profit entities
- Permission from local municipality

Step Three: Application is sent through credit screen to determine eligibility.

Step Four: The center is notified of eligibility for the credit card.

Step Five: The center is responsible for paying the credit card according to the terms agreed upon with the company.