

TO ALL MARATHON PETROLEUM COMPANY LLC: Dealers Sellers Jobbers Jobber Dealers District Managers District Sales Managers District Coordinators Territory Managers Credit Card Center Personnel	CREDIT CARD CENTER BULLETIN NO. 030 AUGUST 2008
	SUBJECT: <i>Voice-Authorization Alert</i>
	FROM: LARRY SUMMERS

If the POS terminal for any reason requests a VOICE AUTHORIZATION* the following procedures must be followed. A valid voice authorization must be obtained by calling the 800 number displayed on the terminal screen. These 800 numbers can also be found in Section G and on the front cover of the Credit Card Handbook. A manual imprint must be made of the card on a completely filled out Manual Invoice Form (Form 50656). The imprinted copy must be attached to the original signed Merit Invoice. The customer should only be asked to sign the merit invoice. Due to current requirements to mask all credit card account numbers the manual imprint may be the only record of the full account. It is the responsibility of the dealer to properly maintain a record of the account number to ensure payment.

- The following message will be displayed on the POS terminals.

OMNI CALL 1-800-XXX-XXXX
 RUBY CALL 1-800-XXX-XXXX FOR VOICE AUTHORIZATION
 G-SITE HOST UNAVAILABLE CALL FOR AUTHORIZATION