

UNIVERSITY FUEL KEY REQUEST FORM

ALL UNIVERSITY KEYS ISSUED REMAIN UNIVERSITY PROPERTY

NOTE: This is an interactive form that requires electronic signatures. Please be sure to fill it out electronically and forward it to your department's Dean/Director/Chair (DDC) for further processing. When the required signatures are received, e-mail it to the Work Control Center at wcc@ucf.edu. The form can be accessed at <http://fo.ucf.edu/resources>.

Requestor Information:

Department: _____
Street Address: _____
City, State & Zip: _____
Department Contact: _____
Phone Number: _____
E-mail: _____
PeopleSoft Acct. #
(Fuel purchases): _____
Date of request: _____

Vehicle Information:

Vehicle Year: _____
Vehicle Make: _____
Vehicle Model: _____
Vehicle VIN #: _____
State Tag #: _____
UCF Vehicle #: _____

The fuel key issued will be assigned to this vehicle only and must be attached to the vehicle key ring.

Approvals:

Dean/Director/Chair (DDC): _____

Approved: _____

Facilities Operations:

Date Received: _____
AiM Work Order #: _____
Date Keys Ready: _____
Date Customer Notified: _____

Fuel Key Issued: _____

| FUEL | KEY COLOR |
|----------|-----------|
| UNLEADED | BLACK |
| DIESEL | GREEN |
| E-85 | BLUE |

Receipt of Key: By signing this receipt, the borrowing department accepts all fuel charges acquired with this key until the key is returned or acknowledgement of a written request for cancellation is received by the department.

Department Representative Print Name

Signature

Date