

Fuel 3 Form -Vehicle Pro-Key Authorization Form

FUEL3

Pro-Keys are only issued to department heads or supervisors. *If obtaining multiple keys please submit a request for each vehicle.* This form must be completed and submitted to obtain a Pro-Key. The first time the vehicle needs to fuel the person fueling will need to come by the Motor Fleet Office and submit the odometer reading of the vehicle before fueling.

Vehicle Plate Number or assigned Vehicle number: _____

Make/ Model & Year of vehicle: _____

Type of Fuel Vehicle uses: Unleaded E-85 Off RoadDiesel AFV(both unleaded and E-85)

Sate vehicle number if applies: _____

Department: _____

Banner account number for vehicle gas billing: _____

Departmental Head/ Supervisor signature: _____

By signing this form I acknowledge that I am responsible for the vehicle Pro-Key and unauthorized use of the key may result in an investigation by Campus Police, loss of privileges, and other administrative and/or legal actions as appropriate.

Contact Phone Number: _____

Person assigned to pickup Pro-Key: _____

This form will be kept on file at the Motor Fleet Office until notification from the Department that the vehicle assigned to the Pro-Key no longer exists or a new department head has accepted accountability by completing a new form.

Copy of UNCC ID or State ID