

Fuel Card & Pin Number



I have read and agree to the Fleet Management Guidelines regarding the use of fuel cards. I agree to keep the PIN assigned to me private, secure, for use only by me for official MAFES/MSU business. No cards or PINs will be kept or left in vehicles. I understand it is the department's responsibility to notify Research Support (662-325-8472) in the event of terminated employees, lost cards, and/or change in vehicle ownership.

Access Requested:				
<input type="checkbox"/> Motor Pool Fuel Card	<input type="checkbox"/> Motor Pool Pin Number	<input type="checkbox"/> Fuel Man Fuel Card	<input type="checkbox"/> Fuel Man Pin Number	
Termination Requested:				
<input type="checkbox"/> Motor Pool Fuel Card	<input type="checkbox"/> Motor Pool Pin Number	<input type="checkbox"/> Fuel Man Fuel Card	<input type="checkbox"/> Fuel Man Pin Number	
Requestor:		Requestor Phone Number:		Requestor E-mail:
Requestor Address:		Requestor's 9-Digit MSU ID Number:		
Department:		Acct #: Fund	Org	Program Activity
Vehicle Information				
MSU Inventory #:		Tag #:		Fuel Type
VIN#		Year, Make, Model		
Fuelman only				
Tank Size	Max Gallons Per Day	Max Gallons Per Week	Fuel Type	
Driver Information				
Driver Name:		Driver Net ID:		
Driver MSU ID:				
Signatures				
Driver Signature:			Date:	
Requestor Signature:			Date:	
Principal Investigator/Supervisor Signature (if applicable):			Date:	
Department Head Signature:			Date:	
Administrative Use				
Date Order Received:	Date Card(s) Provided:	Date Pin(s) Provided:	Fuel Man Pin:	
Motor Pool Pin:	Vehicle #:	Received by:		

