



**GARAGE REPAIR AND FUEL SERVICE AUTHORIZATION**  
**Office of Physical Plant**

For Office Use ONLY FEQ/FVC: _____ PETRO: _____
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Purpose: This form is used to establish, change an existing, or delete a Garage Repair and Fuel Service Authorization at the Office of Physical Plant. Send completed form to 187 Service Garage, Physical Plant Building. Retain copies for department/FO purposes, as applicable. \*\* If canceling a fuel card, send the card with the form.

Date: \_\_\_\_\_  New  Change  Delete

Department Name \_\_\_\_\_

Billing Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Billing Address \_\_\_\_\_

Direct Billing Authorization:  
 This budget information will be used to bill the department for charges accumulated on Garage Work Orders and fuel purchases.

**New Vehicle Info, Fuel Card or Fuel Card replacement**

Fuel Card # \_\_\_\_\_ Vehicle # \_\_\_\_\_ License # \_\_\_\_\_ Year \_\_\_\_\_ Type of Vehicle \_\_\_\_\_

Budget #	Fund #	Object Code	Project #
0__0_____ UP _____	_____	308	_____

**Change Budget Information** Vehicle # \_\_\_\_\_  
 \* Please note: Changes will not be effective until the 1st day of the next billing cycle \*

Old Budget #	Fund #	Object Code	Project #
0__0_____ UP _____	_____	308	_____

New Budget #	Fund #	Object Code	Project #
0__0_____ UP _____	_____	308	_____

**Delete Vehicle \*\***

Vehicle # \_\_\_\_\_

I authorize expenditures to this Garage and Fuel Service Order; and these expenditures will comply with University policies.

Sufficient funds will exist for these expenditures. These expenditures will comply with University fiscal policies.

\_\_\_\_\_  
 Budget Administrator/Executive Date

\_\_\_\_\_  
 Financial Officer/Financial Asst. Date