

# 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](mailto: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	BLUE
DIESEL	GREEN
E-85	BLACK

**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