

DELETION OF AUTOMOTIVE SUPPORT

To: Facilities Services Automotive Shop
FC5
The University of Texas

INSTRUCTIONS

PART I - Completed by Requestor
PART II - Completed by Fleet PTS and General Services Automotive

PART I

GAS CARDS MUST BE RETURNED WITH DELETION REQUEST

DELETE

Vehicle

Work Order # _____

Door # _____

Make _____

Year _____

Type _____

License # _____

Vin # _____

Equipment

Equipment # _____

Type _____

Make _____

Serial # _____

Effective date of deletion _____

REASON FOR DELETION

Traded in For _____

Transferred To _____

Other _____

Department _____ Phone No. _____

Signature _____ Date _____

PART II

SI & PMI Schedule Deleted

Fuel Card Returned

Fuel Card Deactivated

Date Returned_ _____

Copy sent to Fleet - PTS

REMARKS _____
