Request For Commercial Fuel Credit Card – Boats

PURPOSE: This form will be used by The University of Texas at Austin departments to request a commercial fuel credit card for university business use. The Requestor must be authorized to sign for the billing account number provided by the department.

To: Fleet Operations
   FC6 Room 1.100      Mail Code: D6000
   Phone: 512-471-4668  Fax: 512-471-3629

From: Department
      Requestor Name / Phone ____________________________
      Requestor Email ________________________________
      Accounts Payable Contact Name / Phone ______________
      Accts. Payable Email ____________________________
      UT Billing Account Number _________________________

Approved: Dean/Director Signature __________________________

On behalf of my department, I hereby request commercial fuel credit cards for the following department vehicles. I understand that there will be one commercial fuel card per requested vehicle. I understand that each card is to be used solely for the purpose of obtaining fuel and or vehicle services for the designated UT vehicle for which the card is issued.

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<th>TX#</th>
<th>Year</th>
<th>Manufacturer</th>
<th>Vessel Name</th>
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Billing Address: ____________________________________________
________________________________________________________________

By signing for and taking receipt of these commercial fuel cards, the user acknowledges that he/she has signature authority over the billing account listed above (or is on the Authorized Personnel List, form FMS-cfc2, for this department) and that the requesting department has internal controls in place to ensure the cards are used for official purposes only.

Signature ____________________________  Print Name ____________________________  Date ______________

Parking and Transportation Services | Phone: 512-471-PARK
Email: parking@utexas.edu | Web: parking.utexas.edu