

EMPLOYEE FUEL ACCESS APPLICATION

Use this application to request access for employees to use the campus service stations in conjunction with a fuel access device. In order to obtain fuel from the University of Michigan (U-M) Logistics, Transportation & Parking (LTP) service stations, employees must apply for access. Employee access is not required for the U-M fleet vehicle equipped with an automated fuel device by LTP Fleet Services. Please read the Use and Restrictions located on the back of this form.

Application Instructions:

Complete each section of the application

Under the Certification of Use below, administrator's signature is required. Unsigned applications will not be processed.

Print and fax this form to (734) 763-1470 or email to ltp-fleet@umich.edu

Employee Information

Employee's Name _____

Job Title _____

UMID _____ Unique Name _____

Department Information

Department _____

Supervisor's Name _____ Job Title _____

Campus Address _____ Phone # _____

Email _____

Certification of Use

I certify that fuel access will be used in accordance with the Access Use and Restrictions stated on the back of this application form. I further understand that Logistics, Transportation & Parking (LTP), University Audits and others may investigate use of this access to confirm compliance. Suspension and/or termination of this access may result in the event of non-compliance. I will notify LTP immediately if access is no longer needed.

Employee signature _____ Date _____

Administrator signature _____ Date _____

Signature Name (printed)

Fleet Services Office Use Only

PIN # _____ Clerk _____ Date _____

Use and Restrictions

- Fuel for U-M authorized vehicles and equipment only.
- Not to be used for vehicles owned and managed by LTP Fleet Services that are equipped with a fuel device.
- Not to be used by an individual or department to dispense fuel into a personal vehicle or equipment.
- Fuel dispensed into containers will be **certified** portable fuel containers legal for the transportation of fuel.

Compliance

Logistics, Transportation & Parking, University Audits and others may investigate use of fuel access to confirm compliance. If non-compliance (misuse) is found, the administrator will be notified and further access may be suspended or terminated. In addition, if a staff member is found to be using this access for personal use, the matter may be turned over to the Department of Public Safety, University Audits and Human Resources.

Note

Employee access is not required for the U-M fleet vehicles owned and managed by LTP Fleet Services. The U-M fleet is equipped with a Vehicle Identification Unit (VIU) which will automatically provide access to the U-M LTP service stations for fuel unless this device has been disabled in which case you will need employee access.

Access to the campus fuel system is a two part process. This application will provide access to an employee to use the U-M LTP service stations for fuel. In order to obtain fuel, a fuel access device for a U-M authorized vehicle or container will be required **along** with employee access. Fuel access devices are requested on the FUEL DEVICE APPLICATION.