

FUEL DEVICE REPLACEMENT

Use this application to request a replacement fuel access device for a device that has been lost or stolen. **Use and Restrictions** for the replacement device are the same as those explained in the original Fuel Device Application and for your convenience provided on this form.

Application Instructions:

- Complete each section of the application
- 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 _____

Device Information

- Lost
- Stolen
- Unknown Date of last known use _____

Certification of Use

I certify that fuel access device previously issued to me has been lost, stolen or is no longer in my possession. I 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

Fleet Services Office Use Only

| HID Lost | New HID Issued | 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.
- 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.