

**TEXAS TECH UNIVERSITY  
REQUEST FOR FUEL KEY FOR CAMPUS FUEL STATION**

I hereby request a fuel key for use at the campus fuel station. This key will be used for fueling only Texas Tech University vehicles. One key will be issued per vehicle. There is a \$10 charge for replacing lost keys.

Department: \_\_\_\_\_

Vehicle Information:

Year \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Vehicle ID # \_\_\_\_\_

License Plate # \_\_\_\_\_

Tech ID # \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

FOP: \_\_\_\_\_

I hereby approve the requestor, listed above, to be issued a fuel key. I agree the Banner FOP will have funds that will be sufficient to pay any and all charges made. I understand that the key is to be used for fuel for the vehicle to which the key has been assigned and that improper use of this key may result in personnel action, criminal charges, or both.

Signature: \_\_\_\_\_

Department Head