

FUEL DEVICE APPLICATION

Use this application to request a fuel device to access the University of Michigan (U-M) Parking and Transportation Services (PTS) service stations for fuel. A fuel device **is required** for all equipment and containers that are department owned and **not** part of the U-M fleet vehicles owned and managed by PTS Fleet Services. Please read the **Use and Restrictions** located on the back of this form. The administrator signing this form will be held responsible to regulate its use.

Application Instructions:

Complete each section of the application

Indicate the type of access required

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 deliver to 1213 Kipke Drive

Access Options – see back of form for description

- U-M Equipment U-M# _____ (U-M # must be provided to obtain access)
- Container Type of fuel _____ (Biodiesel, Unleaded, Ethanol)
- Other

Department Information

Shortcode _____ Department _____

Contact 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 Parking and Transportation Services (PTS), 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 PTS immediately if access is no longer needed.

 Administrator signature

 Date

 Signature Name (printed)

Fleet Services Office Use Only

HID Issued

Quantity Restriction

Clerk

Date

Fuel Access Options

U-M Equipment	Equipment owned or leased by a U-M department not part of the U-M fleet owned and managed by PTS Fleet Services.
Container	Fuel dispensed into approved containers for use in U-M equipment such as lawn mowers, generators, tractors, etc.
Other	PTS at its discretion with prior approval from U-M leadership may allow access to the service stations for non U-M equipment.

Use and Restrictions

- Fuel for U-M authorized vehicles and equipment only.
- Not to be used for vehicles owned and managed by PTS 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

Parking and Transportation Services, 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

A fuel device is not required for the U-M fleet vehicles owned and managed by PTS Fleet Services. The U-M fleet is equipped with a Vehicle Identification Unit (VIU) which will automatically provide access to the U-M PTS service stations for fuel.

Access to the campus fuel system is a two part process. This application will provide access for the vehicle or equipment. In order to obtain fuel, employees will also need access which is requested on the EMPLOYEE FUEL ACCESS APPLICATION.