

## Fuel Key Issue Form

We have installed new gas pumps and a new accounting Dura key gasoline dispensing system for University vehicles. Each key is encoded and capable of being assigned to your area/organization by person, vehicle or department. Please complete the information below and stop by the Park Avenue Warehouse when it is convenient to receive your new key(s) and we will then instruct you on how to use this new system.

If you have questions call Materials Handling at 2-2121, or Robert Smith, Warehouse Supervisor at 2-2370.

Thank You,

R. Smith, Warehouse Supervisor

### Materials Handling to complete this area

### Key Users to Complete This Area

Name: \_\_\_\_\_

Key(s) no. \_\_\_ Date Activated \_\_\_\_\_ Deactivated \_\_\_\_\_ assigned to \_\_\_\_\_ DCC \_\_\_/\_\_\_

Name: \_\_\_\_\_

Key(s) no. \_\_\_ Date Activated \_\_\_\_\_ Deactivated \_\_\_\_\_ assigned to \_\_\_\_\_ DCC \_\_\_/\_\_\_

Name: \_\_\_\_\_

Key(s) no. \_\_\_ Date Activated \_\_\_\_\_ Deactivated \_\_\_\_\_ assigned to \_\_\_\_\_ DCC \_\_\_/\_\_\_

Name: \_\_\_\_\_

Key(s) no. \_\_\_ Date Activated \_\_\_\_\_ Deactivated \_\_\_\_\_ assigned to \_\_\_\_\_ DCC \_\_\_/\_\_\_

Name: \_\_\_\_\_

Key(s) no. \_\_\_ Date Activated \_\_\_\_\_ Deactivated \_\_\_\_\_ assigned to \_\_\_\_\_ DCC \_\_\_/\_\_\_

Name: \_\_\_\_\_

Key(s) no. \_\_\_ Date Activated \_\_\_\_\_ Deactivated \_\_\_\_\_ assigned to \_\_\_\_\_ DCC \_\_\_/\_\_\_

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### Key Users to Complete This Area

Completed by \_\_\_\_\_ Date \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Department \_\_\_\_\_ Telephone \_\_\_\_\_

Department Head Authorizing Key(s) Signature:

\_\_\_\_\_ Date \_\_\_\_\_