

Fuel 1 Form - Authorization to Obtain a Customer ID number

FUEL1

To obtain a User ID number your Departmental Head or Supervisor must sign this form.

User name: (Please print) _____
Last name First Name MI

Circle one:
Facility/Staff/Student: _____
Student or Employee ID #

Your employee ID # is assigned to you by the Human Resources Module of Banner. All employees should have received a new UNC Charlotte 49er ID card with the new UNC Charlotte ID number printed on the front.

Department: _____
A Customer ID number will be assigned below to identify your Department for billing purposes. You will be required to enter it at the pump before fueling. .

Contact phone: _____

Customer ID number: _____
Assigned by the Motor Fleet Office

User ID Number: _____
Assigned by the Motor Fleet Office

You will be given a copy of this form to be kept with your departmental files and a copy will be sent to the Department Head or Supervisor signing below.

I understand that my User ID number is assigned to me only. I will not allow anyone else to use it at the pump. I understand that if my User ID number is associated with any misuse my User ID will be blocked and Campus Police will investigate the situation. I will notify the Motor Fleet Office if my User ID becomes stolen or otherwise compromised and before I leave the department so my user ID may be removed.

Permission from Department to obtain a User ID number to use the gas facilities have been given by:

Signature of User Date: _____

Print Name *Contact Number*

Authorization of Departmental Head or Supervisor signature Date: _____

Print Name *Contact Phone*