

Fuel 4 Form - Lost Pro-Key Request

FUEL4

Pro-Key requests ***must*** be filled out, signed and delivered by the Departmental Head or Supervisor. Your Department will be charged a \$10.00 replacement fee for each Lost Pro-Key. Please fill out the information below and either Fax to the Motor Fleet Office @ 73171, send by Campus mail, or hand deliver it to the Motor Fleet Office. Please do not sign until you have picked up your Pro-Key in person.

Vehicle assigned to lost Pro-Key: _____

Plate or Vehicle number: _____

Department: _____

Account Number for a new Pro Key replacement fee: -931050
(This may be different than your monthly gas billing.)

Account number for New Pro Key gas billing: -931025

Departmental Head or Supervisor: _____
Please print

Contact number: _____

This application will be reviewed for accurate information and your Lost Pro-Key will be deleted immediately upon reception of this request. Your new Pro-Key will be encoded and can be picked up at the Motor Fleet Office at your convenience. The above-mentioned Departmental Head or Supervisor is the only person allowed to pick up the new Pro-Key. You will be asked to show your UNCC ID when picking up the Pro-Key; so be prepared.

Sign below when you receive your new Pro-Key:

Motor Fleet Representative

Date

Departmental Head or Supervisor

Date