

Application for Access to the Facilities Management Fueling Station

After completing the required information below, please have it signed by the person with signature authority on the index provided.

Please Note: The fuel pump software links the driver by index to the vehicle with the same index.

If all the vehicles are assigned the same index, then the drivers listed above will be authorized to get fuel for all vehicles.

Driver Card Registration

(Please list all new drivers for the department)

Department	Driver Name	Banner ID#	WM User ID	Office Phone #

Vehicle Card Registration

(Please list all new departmental vehicles)

License Plate #	Year	Make	Model	Index Number to charge

Authorized Signature for Index Listed Above: _____

Printed Name of Authorized Signature: _____

Date Authorized: _____

The Fueling Station is for Faculty and Staff use only. Students are not permitted to use the pump.

Please Return the Completed/Approved Form to Facilities Management: Fiscal Operations.

Primary Contact: Kyle Cappelli, email: kcappelli@wm.edu, ext. 1-2007

Secondary Contact: Sharon Mikanowicz, email: samika@wm.edu, ext. 1-1216