

PALM BEACH COUNTY
 F D & O, FLEET MANAGEMENT
 REQUEST FOR ISSUANCE OF NEW/LOST/BROKEN FUEL CARD(S)

To: Fleet Management
 Phone 233-4566 FAX 233-4584
 Email: FDO-Fleet-Dispatch@pbcgov.org

Date: _____

From: _____
 Department/Division/Agency

Please issue fuel card(s) as noted below:

Employee Name/Vehicle Asset # (Print or Type): _____

Fund/Agency/Org. to be charged: _____

Please check the appropriate box(es):

- New Employee
- Employee Card is Lost
- Terminated Employee
- New Small Eqpt. Card *
- Vehicle Card is Lost
- New Vehicle Card

Please complete the following:
 *(if new equipment)

Fuel Type _____
 (UN or DS)

Tank Capacity _____
 (Gallons)

Print Name _____

Sign _____
 Dept./Division/Agency Authorized Signor

Telephone # _____

FLEET MANAGEMENT USE

Facility Code _____ Dept/Division # _____

HID Card

Old Card

New Card

Employee Card # _____

Vehicle Card # _____

Entered By _____ Date _____

Card picked up by: Print _____

Date _____

Sign _____