

UAA FUEL MASTER AUTHORIZATION FORM

To dispense fuel from UAA's fuel island each user will enter their UAA employee number (acting as a PIN) and vehicle mileage into the Fuel Master system.

An employee number should not be shared under any circumstances, and specifically may not be shared for the purposes of dispensing fuel from the UAA fuel island.

Accurate dispense entries are necessary to properly reconcile overall bulk fuel deliveries for the campus, as well as reconciling amounts dispensed and subsequently billed to each respective department(s).

IMPORTANT INFORMATION AND REQUIREMENTS:

1) With the Fuel Master system, a Prokee is issued to each vehicle. The Prokee is not assigned to a person, but instead it is hard-coded with vehicle data that is captured when you insert the key into the Fuel Master station. Do not attempt to fuel any other vehicle, other than the vehicle keyset to which the specific Prokee is attached.

2) The new Fuel Master system has various controls to ensure proper vehicle mileage is captured in association with each encoded vehicle Prokee. One aspect of this safeguard includes a "lock- out" feature after two (2) invalid mileage entries are input into the keypad. This system holds historical records, and if the mileage you key for a given vehicle doesn't fall within parameters recognized from the previous mileage entry the system will "lock-out" and not allow you to dispense fuel.

3) Additional training will be provided once Prokee's are issued to each department.

By signing this form, you indicate that you are aware of, and agree to comply with UAA's Fuel Master fueling requirements noted above. Any questions/concerns relating to Fuel Master system operations can be addressed by Transportation and Fleet Services management.

Printed Name: _____

UAA Employee ID #: _____

UAA Department: _____

UAA Department Fund/Org: _____ / _____

Contact Phone #: _____

Signature: _____

Date: ____/____/20____

By signing the Department Head/Dean approves this user's access.

Department Head/Dean Signature: _____