



Office of Facility Services/University Stores

Request for Approval to Use LaCarte Card in Lieu of FuelTrac Card for University Fleet Fuel

Fuel Payment Type: <input type="checkbox"/> LaCarte Card No: _____ <input type="checkbox"/> Other Method of Payment/Card Type: _____ Comments: _____	Date: _____ Amount of Purchase: _____
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We are in receipt of the above fuel purchase since University Fuel policy (FASOP #XXXXX) was not followed. In order to understand and approve your request for purchase without the use of the FuelTrac card more information is required. Please provide information on the following:

Purchaser: _____ (Please print)		Phone: _____
Dept: _____		Email: _____
Date Occurred: _____	University Vehicle# _____	FuelTrac Card# _____

*If a FuelTrac card is not available for the vehicle, a new/replacement card can be obtained from University Stores.

Why was FuelTrac Card not used? List any problems you had with the FuelTrac Card.
What is the name/address of the business where the event occurred?
Is this the first time you had problems with the card? If not, please explain.

The information requested above is needed in order that we may better represent these issues with FuelTrac to address any problems associated with the use of the card and the integrity of the University's fueling program.

It is important that you respond urgently to the above request as payments are pending upon this approval.

We apologize for any inconvenience associated with the use of this card and will work to resolve any problems you have to better support your fueling needs.

Signature of Purchaser