



The University of Georgia

Office of the Senior Vice President for Finance and Administration

Procurement Office

Fuel Card Request - RED (Only)

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Contact Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Department Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Account Number: \_\_\_\_\_ (3-Digit) - Dept. Code: \_\_\_\_\_

Action Requested: (one form per requested action)

New Credit Card: UGA Miscellaneous \_\_\_\_\_  
(for Boats, Mowers, Tractors, and other gas engines not approved for road use)

Delete Credit Card: UGA Miscellaneous \_\_\_\_\_

Replace Credit Card: Lost Stolen Other \_\_\_\_\_  
UGA Miscellaneous \_\_\_\_\_

Send completed form to University of Procurement Office  
Mail: Procurement Office FAX: 706-542-7035  
Business Service Building  
Athens, Georgia 30602

Procurement Office Use Only

Date Ordered: \_\_\_\_\_ Date Terminated: \_\_\_\_\_ Date Received: \_\_\_\_\_

Picked Up By: \_\_\_\_\_ Date: \_\_\_\_\_