



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 Email Address: _____

Department Contact Address: _____

UPS Address if different: _____

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 Georgia 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 (**Print Name**): _____

Picked Up By (**Signature**): _____ Date: _____