

Alabama A&M University
Normal, AL 35762

GAS CARD AND PIN ASSIGNMENT

Department: _____ Telephone Number: _____ Date: _____

By signing this form, you will be held responsible for the gas card in your possession as well as a pin number issued to you and all charges made associated with that pin. If a card is lost or misplaced, notify the Department of Physical Facilities immediately at extension 8419, as you will be responsible for all charges against the card until it is cancelled. Gas cards and pin numbers are for University employees only and will not be issued to undergraduate or graduate students. You will also be responsible for submitting gas receipts for the billing period for gas that was purchased between the 23rd of the previous month to the 23rd of the current month (ex. January 23rd - February 23rd) and should be submitted via email to vindetta.medlock@aamu.edu by the end of each current month to avoid the deactivation of gas card service.

Number of University Vehicles (one card per university vehicle): _____

Is a gas card needed? ____ Yes ____ No If yes, how many? _____

Vehicle Make, Model, Year	VIN Number, State Tag

Number of Drivers (PIN numbers will be issued to each individual driver): _____

Driver's Name	Driver's Signature

ACCOUNT INFORMATION – Please provide the accounting information for all gas cards charges

FUND _____ ORGANIZATION _____ ACCOUNT _____ PROGRAM _____

Department Head

Department Head Signature Date

Facilities Coordinator

Facilities Coordinator Signature Date