PennState

GARAGE REPAIR AND FUEL SERVICE AUTHORIZATION

Office of Physical Plant

For Office Use ONLY
FEQ/FVC:_____
PETRO: _____

Purpose: This form is used to establish, change an existing, or delete a Garage Repair and Fuel Service Authorization at the Office of Physical Plant. Send completed form to 187 Service Garage, Physical Plant Building. Retain copies for department/FO purposes, as applicable. **If cancelling a fuel card, send the card with the form.

Date: _____ ☐ **New** ☐ **Change** ☐ **Delete**

Department Name _____

Billing Contact: _____ **Phone No:** _____

Billing Address: _____

Direct-Billing Authorization:

This budget information will used to bill the department for charges accumulated on Garage Work Orders and fuel purchases.

New Vehicle Info, Fuel Card or Fuel Card replacement

Fuel Card # _____ Vehicle # _____ License #_____ Year _____ Type of Vehicle _____

Budget #		Fund #	Object Code	Project #
0 ___ 0 _____	UP	_____	308	_____

Change Budget Information

Vehicle # _____

* Please note: Changes will not be effective until the 1st day of the next billing cycle.*

Old Budget #		Fund #	Object Code	Project #
0 ___ 0 _____	UP	_____	308	_____

New Budget #		Fund #	Object Code	Project #
0 ___ 0 _____	UP	_____	308	_____

Delete Vehicle **

Vehicle # _____

I authorize expenditures to this Garage and Fuel Service Order; and these expenditures will comply with University policies.

Sufficient funds will exist for these expenditures. These expenditures will comply with University fiscal policies.

_____ _____

Budget Administrator/Executive Date

Financial Officer/Financial Asst. Date