

Automated Fuel Dispensing System Form Instructions

If additional forms are necessary to provide requested data for your area, CLICK the Submit Form to Buildings and Grounds button at the bottom of the page and then CLICK the Reset Form button at the top of the form.

Add/Remove Driver Form

- **Adding a driver** – The individual will be assigned a magnetic card that is specifically for that individual driver, and will allow them to obtain gas from the gas pumps on the Boca Raton Campus . **NOTE: When new employee(s) are hired and will be obtaining fuel, an Add Driver Form MUST be submitted for entry into the web database.**
- **Removing a driver** – (No longer employed, job duty change, transferred to another University unit, etc.)– The individual MUST return magnetic card back to designated contact person. Remove Driver Form MUST be submitted to remove an individual from the web database. Individual's card MUST be returned to the Buildings and Grounds Department.

Add/Remove Vehicle Verification Form

- **Adding a vehicle** – a key fob will be assigned specifically to each FAU vehicle, golf cart or equipment that is submitted on the form which requires gasoline and/or diesel fuel to operate. **Note: When a new vehicle, golf cart (gasoline), etc., is placed into service, an Add Vehicle Form MUST be submitted so a key fob can be assigned and issued to obtain fuel.**
- **Removing a vehicle** – when a vehicle, golf cart or equipment is taken out of service (auctioned off via Property Management, trade-in, etc.) a Remove Vehicle Verification Form MUST be submitted to update the web database. **The vehicle key fob MUST be returned to the Buildings and Grounds Department.**