Other State Agency FUEL KEY REQUEST FORM - LEASE VEHICLE

Rev. 04-01-09 js

Requestors please fill in yellow highlighted areas

Agency Name: **Agency No:**

Vehicle Liaison Name:

Vehicle Liaison Title:

Vehicle Liaison Tel:

Number of Keys: Lease Keys to be used on LEASED VEHICLES ONLY
Note: DOT reserves the right to limit the number of keys issued

DOT will issue FuelMaster Prokees (Green in color) for leased vehicles to fuel at State of Connecticut owned and operated fueling facilities. These keys will have a specific numbering criteria as assigned by DOT which will identify them as "LEASED VEHICLES". Your agency will be fully responsible for ALL FUEL dispensed against these keys regardless of any reason or circumstance. **Your agency will also be responsible to insure that these keys are appropriately used for the manner in which they are intended.**

Agencies are reminded that LEASED FUELMASTER PROKEES are NOT ISSUED per vehicle and are AGENCY SPECIFIC and WILL NOT track fueling activity per vehicle.

DOT will not be responsible for fuel dispensed as a result of a lost or missing key or employee misuse. Agencies are required to notify DOT Fuel Control (860-594-2266) of any lost or missing keys immediately. DOT reserves the right to deactivate a leased fuel key at anytime.

KEYS can be ready for pickup by forwarding this form to Fuel Control by e-mail or fax
e-mail to Fuel Control
fax to: 860-594-2302 Attention-Jamilia

PICK UP FUEL KEYS AT: Department of Transportation, 2800 Berlin Turnpike, Newington, CT - Room 2431, Fuel Control

Below for DOT Fuel Control Use Only

Key Issued to:

Signature of person receiving fuel key

Printed Name:

Office Telephone No: **Date:**

Print Form