



**Parking & Transit Services**  
**Fuel Chip Key & PIN# Request Form**  
 (Buckner Lane Transit Fuel Station)

Request date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Requestor: \_\_\_\_\_ Email: \_\_\_\_\_

**Department Information**     Establish New Dept ID     Update Current Dept ID Info     Terminate Dept ID

Department Name:	
Fuel Station Dept ID (if available):	
Contact Name/ Title:	
Address:	
Mailstop:	
Phone:	
Fax:	
Email:	

**Vehicle Information**     Add new vehicle     Update current Vehicle Info     Remove Vehicle

Fuel Station Vehicle# (if available):	
MSU Inventory# :	
VIN#	
Dept. Vehicle Identifier (i.e FM10):	
Make/Model:	
Year:	
Tag#:	
Odometer:	

**User Information (PIN#s)**     Establish new employee PIN     Update current employee PIN     Remove PIN

Name:	
Fuel Station PIN# (if available):	
Net ID:	
EIN (employee ID#):	

**Account Information (required for each vehicle)**

Account Name	
Fund	
Organization	
Program	
Activity	

Please complete form and submit to [Parking & Transit Services-fuelstation@parkingtransit.msstate.edu](mailto:Parking & Transit Services-fuelstation@parkingtransit.msstate.edu).  
 If you need assistance with the form please call 325-5771.