



State of Louisiana

POWERED BY FUELTRAC

To: University Stores  
Scan to: [usop02@lsu.edu](mailto:usop02@lsu.edu)  
Fax to: 225-578-6789

Date: \_\_\_\_\_

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

Requester: \_\_\_\_\_  
Name Phone

AUTHORIZED USER

New Name \_\_\_\_\_  
 Change Acct # LSU Account Code \* \_\_\_\_\_  
 Delete Proj Code (if appl) \_\_\_\_\_

\* All charges made by the authorized user will be billed to the LSU account code identified.

VEHICLE

New Vehicle Description \_\_\_\_\_  
 Change License Plate Number \_\_\_\_\_  
 Delete LSU Prop Tag Number \_\_\_\_\_  
 Lost/Stolen/Damaged Vehicle Fuel Type  Gasoline  Diesel

Cards can be issued for University business rental cars or grounds keeping equipment/gas cans, contact University Stores directly at 225-578-6086 to discuss your specific requirements.

*NOTE: Vehicle card limits of 3 transactions per day and \$1,000 per month are the default. If your University mission requires other limits, please detail in the comments section.*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Department Head) Printed Name Signature Title