



# County of Galveston

Fleet Department

Walter Chargois - Fleet Administration Manager

Office 281-309-5055

## Fuel Site Authorization & Instructions

**I am authorizing the listed employee to be able to access fueling for county units.**

Department Name \_\_\_\_\_

Employee Name Print \_\_\_\_\_

Employee Signature \_\_\_\_\_

Employees last 4 social security numbers \_\_\_\_\_

**Employee 2 digit PIN number**

Authorized to utilize fuel cans? Yes  No

Department Head Name Print \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Please email to [Fleet-Admin@galvestoncountytexas.gov](mailto:Fleet-Admin@galvestoncountytexas.gov)

### INSTRUCTIONS

PRESS ENTER FROM THE BANNER SCREEN

**ODOMETER** Enter the unit odometer AND DO NOT INCLUDE THE TENTHS

**VEHICLE** Enter the unit number

**DRIVER** Enter your last name initial & then the last four numbers of your Social security number and your PIN number. YOU ARE NOT TO SHARE YOUR DRIVER ID AND PIN WITH ANYONE

**HOSE** Enter which hose number you are using

If the system ok's the entry, it will state on the bottom "ok start pumping". After pumping the fuel, hang the nozzle up and leave, no other actions are required.