CASE WESTERN RESERVE
U N I V E R S I T Y — EST. 1826

Fuel Card PIN Application

Wet signatures and 3rd-party verified digital signatures permitted. Font signatures are not permitted. Email form to **CustomerCareTeam-PDS@case.edu** or inner-office-mail to Procurement, CASC Building.

Policy & Certification of Pin Holder Information

By signing below I agree to:

- Use the campus fuel card program for campus vehicles only.
- Not share my unique PIN with anyone.
- If I believe that your PIN has been compromised, contact **CustomerCareTeam-PDS@case.edu** or **216-368-2560 (CCT)** immediately to deactivate the pin, report incident, and request a new PIN.
- If I become separated from the university or if driving a university fleet vehicle is no longer part of my job, I understand that it is my responsibility to deactivate my PIN by contacting **CCT.**
- Have completed the CWRU Fleet Driver Training (Fuel & Maintenance Program Training).
- Have completed the CWRU Driver Safety Training course.
- Verify that the information on this form is correct.

Driver/Pin Holder's Information

First Name (No Nickname)	**Last Name**	**CWRU ID (ABC123)**

Job Title	**Department**

Driver / Pin Holder's Signature	**Date**

Is the Driver / Pin Holder a Student (Check)?   YES   NO
- If yes, what program? _____
- If yes, approximately what date should the Student's PIN Expire? _____
- Students should contact Dennis Rupert in Student Affairs to sign the supervisor signature section.

Supervisor's Information

First Name (No Nickname)	**Last Name**	**Supervisor's CWRU ID (ABC123)**

As the supervisor, I approve the Driver / Pin Holder to have a Fuel PIN and use the CWRU Fuel Program to fuel CWRU vehicles. I will contact CCT to deactivate the PIN in the event the Driver / PIN Holder becomes separated from the university or no longer requires a PIN.

Supervisor's Signature	**Date**