



County of Galveston

Fleet Department

281-309-3055

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 number _____

Employee 2-digit PIN number _____

Employee set of numbers on the back of their employee badge _____

➤ On the back of the badge there are a set of numbers in the bottom right hand corner, please write the numbers *** this will allow badge access to the Dickinson Fuel Station after hours***

Authorized to utilize fuel can access Yes No

Department Head Name, Print _____

Department Head Signature _____

Please email completed form to Fleet-admin@galvestoncountytexas.gov

INSTRUCTIONS

PRESS ENTER FROM THE BANNER SCREEN

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

VEHICLE Enter the unit number

DRIVER Enter your last name initial and the your last 4 of your social security number and your 2-digit PIN number. YOU ARE NOT TO SHARE YOUR DRIVER ID AND PIN WITH ANYONE

HOSE Enter the hose number you are using

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