We are in receipt of the above fuel purchase since University Fuel policy (FASOP #XXXXX) was not followed. In order to understand and approve your request for purchase without the use of the FuelTrac card more information is required. Please provide information on the following:			
Purchaser:	(Please print)	Phone:	
Dept:		Email:	
Date Occurred:	University Vehicle#	FuelTrac Card#	
*If a FuelTrac card is not available for the vehicle, a new/replacement card can be obtained from University Stores.			
Why was FuelTrac Card not used? List any problems you had with the FuelTrac Card.			
What is the name/address of the business where the event occurred?			
Is this the first time you had problems with the card? If not, please explain.			

The