

BIRDVILLE ISD  
FUEL CARD  
ADD/REMOVE DRIVER  
REQUEST FORM

Please fill out the form, sign and then click on the submit button.

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ E-mail#: \_\_\_\_\_

|             |                |                       |
|-------------|----------------|-----------------------|
| Department: | TRANSPORTATION | BCTAL                 |
|             | TECHNOLOGY     | FACILITIES MANAGEMENT |
|             | WAREHOUSE      | CHILD NUTRITION       |

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

**Check what is being requested:**

**Fuel Card**

Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Year: \_\_\_\_\_  
VIN # \_\_\_\_\_  
License Plate# \_\_\_\_\_  
BISD Vehicle # \_\_\_\_\_

**Add Driver**

**Remove Driver**

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Department

\_\_\_\_\_  
Supervisor/Director Signature

\_\_\_\_\_  
Date

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Do not write below this line for use by the Purchasing Department only:

\_\_\_\_\_  
PCard Administrator

\_\_\_\_\_  
Date

Fuel Card Ordered

For Added Drivers ONLY:

Added/Removed Driver

Prompt ID: \_\_\_\_\_