



Cobb County...Expect the Best!

VEHICLE KEY & FUEL KEY REQUEST FORM

**NEW REQUEST
REPLACEMENT - STOLEN
REPLACEMENT - DAMAGED
REPLACEMENT - LOST**

VEHICLE FUEL Other

Complete the following information, and fax to (770) 528-1115 or 1124

Date

Vehicle #

Department Name

Dept. #

Requester's Name

Phone #

Reason for request:

New Vehicle

Replacement - Worn

Replacement - Lost

Replacement - Stolen

Number of Keys

Supervisors Name

Supervisors Signature

**Fleet Department
use only**

Approved by

Date

Processed by

Date

Date contacted to pick up Keys

Date Received Keys

Employee's name
Receiving Keys

Signature