



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 email to:

Fleetfuelauthorization@cobbcounty.org

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