



Employee Onboarding Fuel Code Request Form

Instructions: The Department Head creates a fuel code for the new hire and fills out below (first initial, last initial, last 4 SS):

Employee Name: _____

Employee Department: _____

Effective Date of Hire: _____

Fuel and Gate Access Code # _____

Department Head Name (Print): _____

Signature: _____ **Date:** _____

Please submit this form by scan/email to the following department **immediately** upon hire to:

Routing Instructions: Public Works: fuel@cumberlandcountynj.gov