



University Automotive Repair Services

Memorandum

To: John Mirando, Automotive Service Manager

Date: Oct 17, 2025

Subject: SBU Fuel Station Fuel Access – Request Form

The University Controller’s Office along with Mobility & Parking Services has compiled a set of Fuel Station Regulations along with instructions on refueling at the Fuel Station. You should have received and read through these documents or also can be found on the SBU website under Transportation and Parking Fuel Services.

By signing this memorandum below, you are acknowledging receipt of the regulations, having read the regulations and understanding them. By signing this memorandum, you are agreeing to comply with the Stony Brook Fuel Station Regulations and requesting authorization to use the fueling station.

I, _____ acknowledge receipt of the Stony Brook University (Print, Name) Fuel Station Regulations.

SBU ID number: _____

16-digit card number: _____

HID number: _____

(on the back of your SBU ID top left first 6-digit number)

_____ (Signature) _____ (date)

Department Name: _____

Account #: _____

Supervisor Name: _____