



Fulton County

LOST OR STOLEN WEX FUEL CARD NOTIFICATION

Please contact the Department WEX Administrator *immediately* to report stolen or lost card.

It is the driver's responsibility to ***immediately*** notify the Department WEX Administrator if his/her WEX Fuel Card is lost or stolen. Remember, your driver's account is liable for any charges that are made against the WEX Fuel Card, up to the card limitations that are set on the card. ***A copy of this notification must be sent to the WEX Department Card Administrator immediately who will then notify Facilities Operations WEX Administrator.***

Date: _____

Card was: (Please ✓ check one) ☐ LOST ☐ STOLEN

If stolen, please explain:

Police Report Filed? ☐ YES ☐ NO
Report # _____

Employee Name: _____

Driver Department: _____

Employee Telephone Number: _____

Card Number: - - -

Date & Time of Notification: _____

Vehicle Plate Number: _____

Employee Signature: _____ Date: _____

WEX Department Card Administrator Signature: _____ Date: _____

Facilities Operations Use Only

Action Taken:

☐ Card Re-Issued ☐ New card being issued Date received: _____

Card Number: - - -

Date Distributed _____ Driver Signature: _____

☐ Renewal Denied Date: _____

