

University of Connecticut
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 # _____

Driver Name: _____

Driver Department: _____

Driver Telephone
Number: _____

Card Number: - - -

Date & Time of Notification: _____

Vehicle Plate Number: _____

Driver 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: _____