



## REQUEST TO ADD A NEW DRIVER TO WEX FUEL PROGRAM

The Admiral WEX Fuel Card System is for the sole purpose of purchasing fuel and vehicle related supplies for specifically authorized vehicles to which a WEX card has been assigned.

Driver PIN numbers are assigned to a specific employee and are not transferable.

Only an Authorized Administrator may issue a new card, transfer a card to a different vehicle, or assign a Driver PIN number.

Each request for a new PIN must be signed by a manager at the General Manager level or above and the Employee to whom the PIN will be assigned. As an employee participating in the Admiral WEX Card System, you are responsible for providing receipts to support any charges associated with your PIN; any misuse of the card is prohibited. Using a PIN not specifically assigned to you or sharing your PIN is not allowed. You must notify your supervisor immediately if you feel the driver PIN number or vehicle card information has been compromised. Abuse and/or unauthorized use of the WEX Card System may result in disciplinary action up to and including suspension and/or termination.

By signing below you agree to these conditions .

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Medical Card (if applicable) Expiration Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Employee's Assigned Location: \_\_\_\_\_

Employee's Assigned Department: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

WEX ID Number: \_\_\_\_\_

Entered By: \_\_\_\_\_ Card Sent Date: \_\_\_\_\_