

Captain Fuel Card Agreement

Sony Pictures Studios transportation and Sony Pictures Entertainment corporate procurement departments use Wright Express for fuel card operations. When a production requires fuel card operations, that production's accountant will need to set up a sub-account with Wright Express.

As the show Captain, you will be responsible for the control and custody of all Wright Express fuel cards and associated Personal Identification Numbers (PIN).

Upon receipt of the cards, and while these cards are in the production's possession, all charges to the cards will be the responsibility of the production. Only fuel may be purchased with these cards. Every card user must be assigned a unique PIN. Once a PIN is given to a driver or other employee of the show that PIN should not be shared. When a driver who has been issued a PIN leaves the production, you must notify the production accountant immediately to cancel that driver's PIN. Under no circumstances are drivers to share PINs. Have the card users turn in all fuel receipts to you. The receipts will be needed to reconcile the monthly invoice from Wright Express.

If cards are lost or stolen, immediately contact this office or the Wright Express Customer Service Line at 1-800-492-0669 and cancel the card.

In the Appendix (Page 32) you will find a memo for card users. Please make copies for your drivers to sign when they take possession of the cards. Please retain a copy of the signed memo for your files and forward the original to Transportation.

Please sign this memo. Keep a copy for yourself and return a copy to Transportation.

Number of Cards Received

Show Name

Signature

Date

Print Name