

Driver Fuel Card Agreement

A Wright Express fuel card and a Personal Identification Number (PIN) have been assigned to you in connection with your work on the project _____. The card is to be used exclusively for the purchase of fuel for production vehicles used in connection with the show. The PIN given to you along with the card is for your eyes only. Do not keep the number with the card and do not share the number with anyone else (including fellow employees).

Whenever fueling you must get a receipt from the fueling station and give it to your show Captain.

If the card is lost or stolen immediately notify SPS Transportation (310/244-7016) and the Captain of your show. If neither is available then contact Wright Express Customer Service at 1/800-492-0662.

NO PERSONAL VEHICLES SHALL BE FUELED USING THE WRIGHT EXPRESS FUEL CARDS. Misuse of the Wright Express fuel cards can lead to disciplinary action up to and including termination of employment.

Please sign this memo and return it to your show Captain to receive your fuel card. Please ask your Captain if you would like a copy of this memo.

Show Name

Card Number

Print Name

Signature

Date