

**GOVERNMENT OF PRINCE EDWARD ISLAND
NOTICE OF LOST OR STOLEN FLEET CREDIT CARDS**

TO: _____ (“The Supplier”)

DATE: _____

FROM: _____, Government of Prince Edward Island
(Department/Agency)

This is to confirm the telephone notification made by _____
_____ on _____, to telephone
#(____)_____, that the fleet card # _____ issued
by your company to the above-noted department/agency of the Government of Prince Edward
Island has been either lost or stolen. The approximate location of the loss/theft of the card and
other relevant details are noted below:

Signed: _____
(Employee Assigned Card)

(Departmental Fleet Coordinator)

- 1. Original to Supplier
- 2. Copy for Departmental File