

# FUEL CREDIT CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

Add Vehicle Card     Add Driver Pin     Delete, Cancel Card     Delete, Cancel Driver

Department: Hidalgo County Constable Act 4  
 Billing Address: 1212 So. 25th St. Edinburg, TX. 78542  
 Fuel Card Manager: Raul Garcia

This person can not have use of the fuel card

Phone Number: 98-383-8560    County Email: \_\_\_\_\_

Web user Name: \_\_\_\_\_    Password: \_\_\_\_\_

Hidalgo Co Acct Number: \_\_\_\_\_

Requested By: JOEL RIVERA  
Sign & Print Elected Official Supervisor Director

On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one fuel card per requested vehicle. I understand that each card is to be used for the purpose of obtaining fuel for the designated Hidalgo County vehicle for which the card is issued.

*For Purchasing Department Use Only*

Approved by Commissioners Court On: \_\_\_\_\_

Reviewed by Fuel Card Administrator: \_\_\_\_\_

Cards Received by Dept on: \_\_\_\_\_    Date Returned/Cancelled: \_\_\_\_\_

Fuel Cards Received by Department: \_\_\_\_\_  
Sign & Print Authorized Elected Official Supervisor Director

Vehicle Plate No <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Purchasing Dept. Use Only Card Number

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID <small>(6 digits)</small>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
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Michael E. Arzaldua	3-3-1970	116092		
Saimé T. Cano	7-25-1977	139386		