

# 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

<b>Department:</b>	HIDALGO COUNTY CSCD (ADULT PROBATION)		
<b>Billing Address:</b>	P O BOX 970 EDINBURG, TEXAS		
<b>Fuel Card Manager:</b>	DIANA G SOLIS & NOELIA RAMIREZ		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	956-587-6008	<b>County Email:</b>	ad004@hidalgococscd.com
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>			
<b>Requested By:</b>	JOE LOPEZ, EXECUTIVE DIRECTOR		
	<small>Sign &amp; Print Elected/Official Supervisor/Director</small>		

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.

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	_____
Reviewed by Fuel Card Administrator:	_____
Cards Received by Dept on: _____	Date Returned/Cancelled: _____
Fuel Cards Received by Department: _____	<small>Sign &amp; Print Authorized Elected Official/Supervisor/Director</small>

Vehicle Plate No (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Purchasing Dept. Use Only Card Number
1061941	2008 FORD EXPEDITION	1FMFU15568LA86753	

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 (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
MARIA EVELIA LOPEZ	11/25/1982	165131		

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JAN 26 2009

By

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1061941	2008 FORD EXPEDITION	1FMFU15568LA86753	
761-532	1999 15 PASSENGER VAN	1FBSS31L9XHB35796	

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User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
NOELIA GONZALEZ	10/04/1964	027804		

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