

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:	Emergency Management – Fire Marshal’s Office		
Billing Address:	2814 South Business Hwy 281, Edinburg, TX 78539		
Fuel Card Manager:	Yolanda Orozco		
	This person can not have use of the fuel card		
Phone Number:	956/318-2656	E-Mail:	yolanda.orozco@co.hidalgo.tx.us
Web user Name:	yolanda.orozco	Password:	yorozco
Hidalgo Co Acct Number:	9-1100-422-10-300-001-0-682		
Requested By:	Juan Martinez, Asst Emergency Management Coordinator		
	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 (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Purchasing Dept. Use Only Card Number
	See Attached Memorandum		

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
Tommy Ureste	05-04-78	126403		

MAR 10 2009