


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 Head Start Program		
Billing Address:	P.O. Box 0117 Edinburg Texas 78540-0117		
Fuel Card Manager:	Elma Keller	This person can not have use of the fuel card	
Phone Number:	(956) 383-0706	County Email:	epkeller@hchsp.com
Web user Name:	EKeller@hchsp.com	Password:	
Hidalgo Co Acct Number:			
Requested By:	 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)	Pin Number
8306278	2002 Ford VAN Unit 59	1FTNE24L22HA59627	
234559	2006 GMC 1500 UNIT 67	1GTGG29V261207643	
233866	200 CHEVY UNIT 57	IGCF1GMAY1135734	
716600	1996 FORD UNIT 51	1FTFE24H3THB49564	
713573	1997 GMC SAVANA UNIT 53	1GTEG15M6V1022721	

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver 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	Signature	Date & Fuel Policy
Oscar Mena Jr					
Daniel Salinas		989991			
Rafael Resendez Jr					
Albert Garza		000137			
Jorge Garza		003886			

User Name	DOB	User ID (6 digits)	DEM Use Only License Verification	Print Train Signed	Dept Date & Policy
Robolfo Garcia					
Gregorio Garcia		003700			

Form F.1.1 Revised 12/23/2008

Attach separate list if additional users are required

Vehicle Plate No (N/A - Non-vehicle)	Description (Vehicle or Non-vehicle Equip)	VIN Number (N/A - Non-vehicle)	Category	Asset Tag Number
714128	1996 FORD ECOLINE UNIT 50	1FTFE24H1THB49563		
798281	2001 CHEVY UNIT 58	1GCGG25R811107290		
713572	1997 GMC SAVANA UNIT 58	1GTFG15M5V1003887		
842337	2002 F150 UNIT 63	1FTRE14W32HB73822		