

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

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|--------------------------------|--|----------------------|--|
| Department: | Building & Grounds | | |
| Billing Address: | P.O. Box 1356 Edinburg, Texas 78539 | | |
| Fuel Card Manager: | Alma Ybarra/Nelda Rios | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | (956) 289-7850 | County Email: | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 911004194022000101626 | | |
| Requested By: | Daniel Flores, Director 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.

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| <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: | _____ |
| 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 |
|---|--|-----------------------------------|---|
| 106-2112 | 2009 Ford F-250 | 1FDSX20519EA62966 | |
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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 |
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