

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 Pct 2		
Billing Address:	523 S. Standard San Juan TX 78589		
Fuel Card Manager:	Anecilla Mora		
Phone Number:	(976) 783-4664	This person can not have use of the fuel card	
Web user Name:	Gilbert. Alvarez Pct 2. blm.com	County Email:	
Hidalgo Co Acct Number:	9-1100-421-00-292-001-0-0350	Password:	Eagle 1
Requested By:	Gilbert Cheto ALANIZ <i>[Signature]</i>		
	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.

<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 / Non-vehicle / Equip)	VIN Number (N/A - Non-vehicle)	Other Numbers
887-465	Ford / F-150	1ETPW12505KC32189	
809-185	Ford / Crown Victoria #3	AFAFP21W31X169680	

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
Sergio Hinojosa	07-08-67			<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">RECEIVED</p> <p style="margin: 0;">MAY 22 2009</p> <p style="margin: 0;">By <i>[Signature]</i></p> </div>
Leticia Martinez	01-26-76			