

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: Priscilla Mora
 Phone Number: (956) 783-4464 County Email: _____
 Web user Name: Albert.Amaniz Pct 2 Villo, Com Password: Eagle 1
 Hidalgo Co Acct Number: 9-1100-421-00-292-001-0-686
 Requested By: Albert Amaniz
 Sign & Print Elected/Official Supervisor/Director

This person can not have use of the fuel card

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)	Vehicle # (Vehicle / Non-vehicle / Empty)	VIN Number (N/A - Non-vehicle)	Card Number
809-185	Ford/Brown Victoria #3	2FAFP91W31X169620	

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 (if any)	DBM Use Only License Verification	Purchasing Dept Use Only Training Date & Signed
Leonel R. Vaccaro	06-18-79			

