

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 CSCD (ADULT PROBATION)		
Billing Address:	P O BOX 970 EDINBURG, TEXAS		
Fuel Card Manager:	DIANA G SOLIS & NOELIA RAMIREZ		
Phone Number:	956-587-6008	<small>This person can not have use of the fuel card</small>	
Web user Name:		County Email: ad004@hidalgococscd.com	
Hidalgo Co Acct Number:		Password:	
Requested By:	JOE LOPEZ, EXECUTIVE DIRECTOR		<i>Joe Lopez</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 <small>(A - Non vehicle)</small>	Description <small>(Vehicle or Equipment Part)</small>	VIN Number <small>(Vehicle only)</small>	Purchasing Dept <small>(Department Name)</small>
1061941	2008 FORD EXPEDITION	1FMFU15568LA86753	
761-532	1999 15 PASSENGER VAN	1FBSS31L9XHB35796	

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	DBM Use Only All Items Verification	Purchasing Dept Use Only Accounting Dept & Request Fuel Card
ALIFONSO ARREDONDO	3/02/77	166766		