

## 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

<b>Department:</b>	Hidalgo County Constable P.T.3		
<b>Billing Address:</b>	730 W Breyfogle		
<b>Fuel Card Manager:</b>	Raquel V. Ramos <small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	956-205-7031	<b>County Email:</b>	raquel.ramos@co.hidalgo.tx.us
<b>Web user Name:</b>	rcanazos	<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	9-1100-421-00-093-001-0-626		
<b>Requested By:</b>	<u>Heraldo Sanchez</u> <b>Heraldo Sanchez (Chief Deputy)</b> 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 <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Purchasing Dept. Use Only Card Number

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 <small>(6 digits)</small>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Miguel Angel Zamora	05-08-59			