

# 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 SATF  
**Billing Address:** P.O. BOX 11091 EDINBURG TX 76504  
**Fuel Card Manager:** MELISSA CURTIS  
**Phone Number:** 318-2920     *This person can not have use of the fuel card*  
**Web user Name:** \_\_\_\_\_     **County Email:** AD008@hidalgo.net  
**Hidalgo Co Acct Number:** 9-1297-423-00-320-020-9-626     **Password:** \_\_\_\_\_  
**Requested By:** *Guadalupe...*  
 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 (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	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 (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
E. Aul A. Caser				