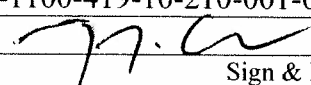


FUEL CREDIT CARD REQUEST FORM

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:	Planning Dept.		
Billing Address:	1304 S. 25 th St.		
Fuel Card Manager:	Irma Celia Castillo, Executive Assistant		
	This person can not have use of the fuel card		
Phone Number:	(956)318-2840	County Email: irma.castillo@hchd.org	
Web user Name:	icastillo	Password: Iram114	
Hidalgo Co Acct Number:	9-1100-419-10-210-001-0-		
Requested By:	 Tomas J. Arredondo 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: _____	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED AUG 24 2009 </div>
Reviewed by Fuel Card Administrator: _____	
Cards Received by Dept on: _____	Date Returned/Cancelled: <u>1-2-2009</u>
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
Ignacio Negrete, Jr.	04/29/1981	175269		