

FUEL CREDIT CARD REQUEST FORM

Use: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business 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:	Constable Precinct 3		
Billing Address:	130 N. Breyfogle Rd. Mission TX 78572		
Fuel Card Manager:	Raquel Ramos		
	This person can not have use of the fuel card		
Phone Number:	956-205-7031	County Email:	raquel.ramos@co.hidalgo.tx.us
Web user Name:	rca04205	Password:	hdc0425
Hidalgo Co Acct Number:	9-1100-421-00-293-001-0-626		
Requested By:	Heraldo Sanchez Heraldo Sanchez Chief Deputy Constable		
	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 (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Purchasing Dept. Use Only Card Number
106 2183	2009 Chevrolet Tahoe	1GNEC03049R243335	
106 2184	2009 Chevrolet Tahoe	1GNEC03059R244607	
106 2182	2009 Chevrolet Tahoe	1GNEC03099R244612	
106 2185	2009 Chevrolet Tahoe	1GNEC03069R243241	

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