

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:	Facilities Management - (Loc. 220) 289-7850		
Billing Address:	P.O. Box 1356 Edinburg, TX 78539		
Fuel Card Manager:	Nelda Rios Ltd. 4354		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	(956) 289-7854	County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:	0-1108-419-40-220-001-0-(420)		
Requested By:	X		
	<small>Sign & Print Elected/Official Supervisor/Director</small>		
<small>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.</small>			

<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:	_____
<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>	

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
1. David Araiza	09/19/1961	177571	✓	
2. Gilbert Salinas	11/09/1985	173096	✓	
3. Rene Rios, Jr.	10/05/1986	166596	✓	
4. Javier DeLa Pena	05/07/1974	174068	✓	
5. Arturo Robledo, Jr.	10/26/1956	177172	✓	
6. David Perales	06/20/1967	176087	✓	