

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:	Health & Human Services		
Billing Address:	1304 South 25 th Ave. Edinburg, TX 78539		
Fuel Card Manager:	Eduardo Olivarez		
Phone Number:	(956)383-6221	This person can not have use of the fuel card	
Web user Name:		County Email: eddie.olivarez@hchd.org	
Hidalgo Co Acct Number:	09-1100-441-00-340-001-0-682		
Requested By:	Eduardo Olivarez	Password:	
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

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
Roberto Serna	02/12/1977	174343		
Gary Keller	11/05/1969	113042		