

# 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

<b>Department:</b>	Constable Precinct 3		
<b>Billing Address:</b>	730 North Greyfoyle Rd. Suite B Mission TX 78574		
<b>Fuel Card Manager:</b>	Reginald V Ramos		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-205-7031	<b>County Email:</b>	reginald.ramos@co.hidalgo.tx.us
<b>Web user Name:</b>	Reamor	<b>Password:</b>	hdc0425
<b>Hidalgo Co Acct Number:</b>	6-1100-421-00-293-001-0-626		
<b>Requested By:</b>	Hidalgo Precinct 3 <u>Honaldo Sanchez</u> 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
109 7134	2010 Ford F150 Pickup	1FTEX1C81AKE03290	
109 7145	2010 Ford F150 Pickup	1FTEX1C83AKE03288	
109 7133	2010 Ford F150 Pickup	1FTEX1C85AKE03289	

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
All Constable Pct. 3 Deputies				