

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: Hidalgo County WIC Program
 Billing Address: 3105 W. University
 Fuel Card Manager: Margarita Gonzalez
 Phone Number: (956) 381-4646
 Web user Name: margarita.gonzalez
 Hidalgo Co Acct Number: 0.1292.441.00.350.001.0.
 Requested By: Norma L. Longoria - WIC Director

This person can not have use of the fuel card

County Email: mague.gonzalez@wic.co.hidalgo
 Password: hidalgo

Norma L Longoria
 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.

Approved by Commissioners Court On: _____
 Reviewed by Fuel Card Administrator: _____
 Cards Received by Dept on: _____
 Fuel Cards Received by Department: _____

For Purchasing Department Use Only

Date Returned/Cancelled: _____

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
Pending	Gas 2010 Ford Transit Connect XLT	NMOKS9BN4AT027442	
Pending	2010 WINNEBAGO RV (diesel)	4UZACLDU7ACAS3283	

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