

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:	<u>Constable Precinct 3</u>		
Billing Address:	<u>730 n. Greylock Rd Ste. B</u>		
Fuel Card Manager:	<u>Raquel V. Ramos</u>		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	<u>954-205-7031</u>	County Email:	<u>raquel.ramos@co.hidalgo.tx.us</u>
Web user Name:	<u>rcavazos</u>	Password:	<u>hdc0425</u>
Hidalgo Co Acct Number:	<u>0-1100-421-00-293-001-0-1026</u>		
Requested By:	<u>Honrado Sanchez</u>	<u>Honrado Sanchez Chief Deputy Constable</u>	
	<small>Sign & Print Elected/Official Supervisor/Director</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.

<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
<u>Georgina Bermudez</u>	<u>02/04/1980</u>	<u>121835</u>		
<u>Rodolfo Trevino</u>	<u>12/09/1980</u>	<u>182052</u>		