

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:	Elections		
Billing Address:	101 South 10 th Ave., Edinburg, Tx 78539		
Fuel Card Manager:	Belinda Sagredo	<i>Belinda Sagredo</i> This person can not have use of the fuel card	
Phone Number:	956-318-2570	County Email:	belinda.sagredo@co.hidalgo.tx.us
Web user Name:	Password: _____		
Hidalgo Co Acct Number:	_____		
Requested By:	<i>Yvonne Ramon</i> Yvonne Ramon, Elections Administrator 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
Amanda Valdez	12/16/81	105317		
Kathy Longoria	11/21/76	133973		
Melanie Esparza	12/17/84	185272		
Luis Diaz	09/18/83	161683		

User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Javier Blanco	05/25/84	173444		
Brenda Renteria	04/12/85	179736		
Amelia Gonzalez	05/13/78	099694		