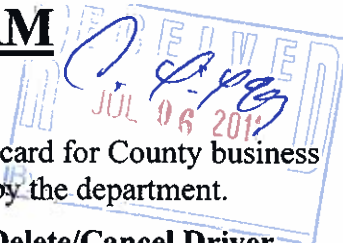


FUEL CREDIT CARD REQUEST FORM



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 Substance Abuse Treatment Facility		
Billing Address:	P.O. Box 1109 Edinburg, Texas 78540		
Fuel Card Manager:	Melissa Garza		
	This person can not have use of the fuel card		
Phone Number:	956-318-2920	County Email:	Melissa.garza@hidalgocounty cscd.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	1-1297-423-00-320-008-1-626		
Requested By:			
	Sign & Print Elected/Official Supervisor/Director		
<p>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.</p>			

<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
111-8632	2011 FORD PASSENGER VAN	1FBSS3BL2BDB08809	

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