

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:	Constable Precinct 3		
Billing Address:	730 N. Breyfoale Rd. Ste. B Mission TX 78574		
Fuel Card Manager:	Raquel V. Ramos		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-205-7031	County Email:	raquel.ramos@cohidalgo.tx.us
Web user Name:		Password:	
Hidalgo Co Acct Number:	1-1100-421-00-293-0010-626		
Requested By:	<i>Armando San</i>	Sign & Print Elected/Official Supervisor/Director	<i>Horacido Sanchez Chief Deputy</i>

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 and/or Vehicle Equip.)	VIN Number (N/A - Non-vehicle)	Purchasing Dept. Use Only Card Number
BGQ 3178	2007 Chevy Trailblazer	1GNDS135312228613	
BGQ 3185	2004 Ford F150 Pickup	1FTPW12544KA99105	

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	TIN ID (if applicable)	Driver on This Vehicle	Purchasing Dept. Use Only Training Date & Signed Fuel Policy