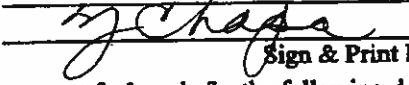


FUEL CREDIT CARD REQUEST FORM

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:	County Judge's Office
Billing Address:	P.O. Box 1356 Edinburg, Texas 78539
Fuel Card Manager:	Terri Garcia or Sandra De Leon
Phone Number:	956-318-2600 County Email: Jaime.longoria@co.hidalgo.tx.us
Web user Name:	_____ Password: _____
Hidalgo Co Acct Number:	1-1100-429-00-110-075-0-626
Requested By:	 /Yolanda Chapa Chief 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.

For Purchasing Department Use Only

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 Number (N/A - Nonvehicle)	Description (Vehicle or Non-Vehicle) (Type)	VIN Number (N/A - Nonvehicle)	Asset Number (N/A - Non-Vehicle)	Purchasing Dept. Use Only Card Number
15V-KL9	2004 Ford Expedition	1FMRU15L52LB00029	38026	

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
Martin Carrasco	12/11/1958			