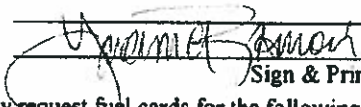


FUEL CREDIT CARD REQUEST FORM

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: | PO Box 659 Edinburg TX 78540 | | |
| Fuel Card Manager: | Amanda Valdez | | |
| Phone Number: | 956-318-2570 | This person can not have use of the fuel card | |
| Web user Name: | | County Email: | |
| Hidalgo Co Acct Number: | | Password: | |
| Requested By: |  / Yvonne Ramon 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) | Asset Number (N/A = Non-vehicle) | <i>Purchasing Dept. Use Only</i> Card Number |
|---|--|-----------------------------------|-------------------------------------|---|
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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) | <i>DBM Use Only</i> License Verification | <i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy |
|-----------------------------|---------|-----------------------|--|---|
| Gloria Salazar | 1/10/79 | 138751 | h | |
| Hilda Ramos | 7/3/80 | 149888 | h | |
| Veronica Lopez <i>Nixon</i> | 9/25/85 | 157716 | h | |
| Ruben Cervantes | 1/11/78 | 164526 | h | |