

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:	ADULT PROBATION		
Billing Address:	1124 N M ROAD EDINBURG TEXAS 78541		
Fuel Card Manager:	DIANA SOLIS		
Phone Number:	956-587-6008	This person can not have use of the fuel card	
Web user Name:		County Email: diana.solis@hidalgocountycsd.org	
Hidalgo Co Acct Number:	1-1297-423-00-320-002-1-626	Password: _____	
Requested By:	Arnold Patrick- Director		
	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
Rey Campos	8/4/1956	022322		
Blanca Cano	9/16/1970	140019		
Stephen Lopez	9/28/1965	031119		
Tony Arroyo	10/26/1968	028819		
Rafael Hinojosa	10/24/1957	059285		