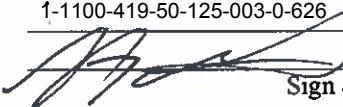


FUEL CREDIT CARD REQUEST FORM

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: | SAFETY - DBM | | |
| Billing Address: | PO BOX, 1356 EDINBURG 78539 | | |
| Fuel Card Manager: | ROSE LUNA | | |
| Phone Number: | 292-7030 | County Email: | rosie.luna@co.hidalgo.tx.us |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 1-1100-419-50-125-003-0-626 | | |
| Requested By: |  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 |
|---|--|-----------------------------------|---|
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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) | DBM Use Only License Verification | Purchasing Dept. Use Only Training Date & Signed Fuel Policy |
|-----------------------|---------|-----------------------|---|---|
| Ricardo Omar Olivarez | 10/6/61 | 007234 |  | |
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