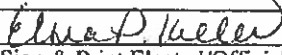


FUEL CREDIT CARD REQUEST FORM

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: | HIDALGO COUNTY HEAD START PROGRAM | | |
| Billing Address: | P.O BOX 0117 EDINBURG, TX 78541 | | |
| Fuel Card Manager: | ELMA KELLER | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | (956)383-0706 | County Email: | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | | | |
| Requested By: |  Elma P. Keller 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 |
|------------------|------------|-----------------------|---|---|
| Nicolas Castillo | 07/07/1969 | 004368 | | |
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