

# 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:	SATE		
Billing Address:	P.O. BOX 1109 EDINBURG, TX 78540		
Fuel Card Manager:	MELISSA GARZA		
Phone Number:	318-2920	This person can not have use of the fuel card	
Web user Name:		County Email:	MELISSA.GARZA@hidalgo
Hidalgo Co Acct Number:	1-1297-423-00-320-020-2-626	Password:	COCSOO.ORG
Requested By:	ROBERT LIZCANO - 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)	Asset Number (N/A = Non-vehicle)	Purchasing Dept. Use Only  Card Number
11-8691	2002 FORD VAN	1FBSS3B1XCDA12631	AA002037	
109-1312	2004 FORD VAN	1FBSS31584HA12435	AA002029	

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
RAFEL GARCES	10/10/78	044695	[Signature]	
OCTAVIANO URESH	01/29/77	080128	[Signature]	
JOEL J. GUTIERREZ	7-15-86	182761	[Signature]	
RICARDO NIETO	8-6-65	022101	[Signature]	
DAVID PONCA	1-21-73	008918	[Signature]	