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FUEL CREDIT CARD REQUEST FORM

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County Purchasing Department to request a fuel card for County business use for the billing account number provided by the department.

Add Vehicle Card

Add Driver ID

Delete/ Cancel Card

Delete/Cancel Driver

Department:	Hidalgo County Constable Pct.2		
Billing Address:	523 S. Standard SanJuan Tx. 78589		
Fuel Card Manager:	_____		
	This person can not have use of the fuel card		
Phone Number:	_____	County Email:	_____
Web user Name:	_____	Password:	_____
Hidalgo Co Acct Number:	_____		
Requested By:	Chief F. Sanchez		
	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.

For Purchasing Department Use Only

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
Fernando Gaitan	03/06/77	088226	<i>fw</i>	