

FUEL CREDIT CARD REQUEST FORM **COPY**

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:	Constable Pct. 5
Billing Address:	PO Box 324
Fuel Card Manager:	Roxanne Elizondo
	This person can not have use of the fuel card
Phone Number:	(956) 262-4200
	County Email: roxanne.elizondo@co.hidalgo.tx.us
Web user Name:	Password:
Hidalgo Co Acct Number:	1100-342-10-295-000-0-000
Requested By:	Feliciano Ramos, Chief Deputy <i>[Signature]</i> (R-2)
	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 <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Asset Number <small>(N/A = Non-vehicle)</small>	<i>Purchasing Dept. Use Only</i> Card Number
TX 883-880	2004 Ford Crown Victoria	2fafp71w65x121244	43114	
TX 226-065	2006 Ford Crown Victoria	2fhp71w26x145056	47475	

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 <small>(6 digits)</small>	DBM Use Only License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
Diomar Galvan	12/16/1978	121878	<i>[Signature]</i> 1/25/12	1/25/12
Abimael Garcia	12/02/1972	188727	<i>[Signature]</i> 1/25/12	1/25/12
Hipolito Contreras Jr.	04/17/1978	188735	<i>[Signature]</i> 1/25/12	1/25/12