

FUEL CREDIT CARD REQUEST FORM

2/23/12

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:	ADULT PROBATION		
Billing Address:	3100b S. US Bus. Hwy 281		
Fuel Card Manager:	MARY LOU ANTONE		
	This person can not have use of the fuel card		
Phone Number:	956-587-6111		
Web user Name:	marylou.antone@hidalgocountycsd.org	Password:	
Hidalgo Co Acct Number:			
Requested By:	Arnold Patrick-Director <i>Arnold Patrick</i>		
	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.

FEB 27 2012

By: *Marylou B. Antone*

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
Hilda Veronica Martinez	7/18/1987	182362	<i>h</i>	
Sislai G. Gomez	1/18/1982	187798	<i>h</i>	
Priscilla Solis	12/07/1986	188581	<i>h</i>	
Monica Rodriguez	3/29/1987	187771	<i>h</i>	