

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

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| Department: | Hidalgo County Sheriff's Office | | |
| Billing Address: | P.O. Box 1228 Edinburg, Texas 78539 | | |
| Fuel Card Manager: | Virginia Rodriguez, Accountant I | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | 956-393-6023 | County Email: | virginia.rodriguez@hidalgo.org |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 2-1100-423-21-280-002-0-626 | | |
| Requested By: | Anacleto "Sonny" Martinez, Chief Deputy | | |
| Original Signature is required | | | |
| 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. | | | |

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| <i>For Purchasing Department Use Only</i> | |
| Approved by Commissioners Court On: | Agenda Item No. # <u>31235</u> |
| 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 |
|------------------|------------|-----------------------|---|---|
| FLORES, IVAN | 01-23-1981 | 3964 | 11448961 | |
| MERCADO, CLAUDIA | 01-09-1985 | 4584 | 16814757 | |
| SALINAS, ERIKA | 07-08-1982 | 4452 | 05458744 | |
| CORTEZ, DAVID | 07-21-1980 | 4362 | 18243489 | |
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