

FUEL CREDIT CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County bu 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 Driv

Department:	Facilities Management		
Billing Address:	P.O.Box 1356, Edinburg, Texas 78539		
Fuel Card Manager:	Nelda F. Rios		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-289-7850	County Email: nelda.rios@co.hidalgo.tx.us	
Web user Name:	N/A	Password: N/A	
Hidalgo Co Acct Number:	2-1100-41+-40-220-001-0-626		
Requested By:	Daniel Flores, Building Maintenance Manager		
	<small>Sign & Print Elected/Official Supervisor/Director</small>		
Original Signature is required			
<small>On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one 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.</small>			

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	_____
Cards Received by Dept on: _____	Date Returned/Cancelled: _____
Fuel Cards Received by Department: _____	<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>

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>	<small>Purchasing Dept Use Only</small> Card Number

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID <small>(6 digits)</small>	<small>DBM Use Only</small> License Verification	<small>Purchasing Dept Use Only</small> Training Date Signed Fuel Pol
* Please See Attached List				

**Hidalgo County Facilities Management Department
Employee List – Need To Be Added
To Fuel Card Access List**

Employee	DOB	Employee Number	Driver License Number
Ayala, Abel	10/16/1973	186627	14149050
Castro, Ramiro	05/01/1959	064823	02007202
Martinez, Fernando	01/29/1973	186066	11501309
Montemayor, Leroy	09/11/1987	186465	21148395
Palos, Jesus Manuel	02/20/1971	188247	08606960
Robledo, Arturo Jr.	10/26/1956	177172	04982281
Saavedra, Juan Pablo	06/28/1970	188182	18418229
Salinas, Isidro Leal	04/04/1959	188930	09330808
Sifuentes, Mario A.	10/26/1988	176486	23253361
Vega, Rolando	04/27/1970	187291	06286915

As of : 03/05/2012
Nelda F. Rios