

FUEL CREDIT CARD REQUEST FORM

RECEIVED
MAR 30 2012
Name: [Signature] 3/20/12

RECEIVED BY
HIDALGO COUNTY TREASURER
2012 MAR 30 6 58 AM

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:	P O BOX 970 EDINBURG TEXAS 78540		
Fuel Card Manager:	DIANA SOLIS		
	This person can not have use of the fuel card		
Phone Number:	956-587-6008	County Email	diana.solis@hidalgocountycscd.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	2-1297-423-00-320-002-2-		
Requested By:	Arnold K Patrick – Director		
	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: _____ *3-29-2012*

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
1132157	2012 FORD ESCAPE	1FMCU0DG6CKC47844	
1132156	2012 FORD ESCAPE	1FMCU0DG8CKC47845	
1132155	2012 FORD ESCAPE	1FMCU0DGXCKC47846	

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