

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

Department:	<u>Elections</u>		
Billing Address:	<u>101 South 10th Ave, Edinburg, TX 78539</u>		
Fuel Card Manager:	<u>Belinda Sagredo</u>		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	<u>956-318-2570</u>	County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:			
Requested By:	<u>Yvonne Ramon / Yvonne Ramon</u>		
Original Signature is required	<small>Sign & Print Elected/Official Supervisor/Director</small>		
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:	<u>Agenda Item No. #</u>
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>	<i>Purchasing Dept. Use Only</i> 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 <small>(6 digits)</small>	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
<u>Adam Joseph Luna</u>	<u>1-3-88</u>	<u>161454</u>	<u>[Signature]</u>	
<u>Michael Sosa</u>	<u>12-5-88</u>	<u>188689</u>	<u>[Signature]</u>	
<u>Uriel Eliud Ramos</u>	<u>11-17-87</u>	<u>185701</u>	<u>[Signature]</u>	
<u>April Vargas</u>	<u>4-8-89</u>	<u>188443</u>	<u>[Signature]</u>	