

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:	JUDGE MARIO E. RAMIREZ, JR., JUVENILE JUSTICE CENTER/BOOTCAMP		
Billing Address:	P.O. BOX 267 EDINBURG TX 78540		
Fuel Card Manager:	ELENA GAITAN		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-587-6200	County Email:	Elena.gaitan@jpd.co.hidalgo.tx.us
Web user Name:		Password:	
Hidalgo Co Acct Number:	2-1295423-00-330-028-0-626		
Requested By:	ISRAEL "BUDDY" SILVA JR		
<small>Original Signature is required</small>		<small>Sign & Print Elected/Official Supervisor/Director</small>	
<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.</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
38C5878 TEMP EXP6/5/12	2012 E350-FORD	1FBSS3BL8CDA81603	55363	

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>	<small>DBM Use Only</small> License Verification	<small>Purchasing Dept. Use Only</small> Training Date & Signed Fuel Policy
RICHARD GARZA	7/24/74	078913		
RENE DE LUNA	8/26/60	095192		
GILBERT FLORES	3/22/69	100684		
ELIUD RUBIO	9/10/78	100757		
JOSEPH MARTINEZ	8/21/78	152846		

Driver ID/Pin List

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	User Name	DOB	Employee I.D. Number	DBM Use Only verification	Purchasing Dept Use Only Date of Signed Fuel Policy & training
1	JOSE I LOYA	11/2/59	060968		
2	ARMANDO GUERRERO	9/9/81	141666		
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