

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>HeadStart</u>		
Billing Address:			
Fuel Card Manager:	<u>Darlene Garza</u>		
	<small>This person can not have use of the fuel card</small>		
Phone Number:		County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:			
Requested By:	<u>Teresa Flores</u>	TERESA FLORES, DIRECTOR	
<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>			

<small>For Purchasing Department Use Only</small>	
Approved by Commissioners Court On:	<u>Agenda Item No. # 32152</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>	<small>Purchasing Dept. Use Only</small> Card Number
693607	GMC CARGO VAN	1GTEG25K4SF504820	3690	
721966	GMC PICK UP	1GTEC14R8VZ503547	166	
201293	FORD F150	1FTRF12W05NB86386	16434	
696822	INTL CARPENTER BUS	1HVBBABM15H699646	16649	

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>	DBM Use Only License Verification	<small>Purchasing Dept. Use Only</small> Training Date & Signed Fuel Policy
<u>Gilbert Gomez</u>	<u>3-14-1968</u>	<u>004238</u>	<u>[Signature]</u>	
<u>Hiberto Cardona</u>	<u>7-26-1957</u>	<u>004268</u>	<u>[Signature]</u>	
<u>Jose-Luis Valdez</u>	<u>10-26-1951</u>	<u>004460</u>	<u>[Signature]</u>	
<u>Jesus Palos</u>	<u>2-20-1971</u>	<u>004459</u>	<u>[Signature]</u>	
<u>Arturo Pinzon</u>	<u>7-10-1981</u>	<u>004453</u>	<u>[Signature]</u>	

Form F.1.1 Revised:

Attach separate list if additional users are required

