

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:	ADULT PROBATION		
Billing Address:	3100 B S. US HWY 281, EDINBURG TX 78539		
Fuel Card Manager:	DIANA SOLIS		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	587-61111	County Email:	marylou.antone@hidalgocountycscd.org
Web user Name:		Password:	
Hidalgo Co Acct Number:			
Requested By:	ARNOLD PATRICK	<i>[Signature]</i>	6/25/12
<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. # <u>32986</u> <u>7/10/12</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
LAZARO BALTAZAR	10/24/1980	188697	05442066 <input checked="" type="checkbox"/>	<u>6/29/12</u>

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Fuel Card Manager:	DIANA SOLIS		
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Web user Name:	Password: _____		
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User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
DANIEL MORALES	08/17/1982	158054	19600651	 6/29/12