

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:	Constable Precinct 3		
Billing Address:	730 N. Breyfogle Rd. Suite B Mission, Texas 78574		
Fuel Card Manager:	Raquel Ramos		
	This person can not have use of the fuel card		
Phone Number:	956-581-6800	County Email:	Raquel.ramos@co.hidalgo.tx.us
Web user Name:	rcavazos	Password:	
Hidalgo Co Acct Number:	2-1100-421-00-293-001-0-626		
Requested By:	<i>Heraldo Sanchez</i>		Heraldo Sanchez
Original Signature is required		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.			

	<i>For Purchasing Department Use Only</i>
Approved by Commissioners Court On:	Agenda Item No. # <i>34492</i>
Reviewed by Fuel Card Administrator:	
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Make/Model	Year	VIN	Plate No.	County	City	State

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.

Name	DOB	Pin	Signature	Date
Selena Garza	03-02-85	193607	<i>[Signature]</i>	
Reynaldo Trevino	01-16-76	193615	<i>[Signature]</i>	