

FUEL CREDIT CARD REQUEST FORM

DEC 11 2012
BY: [Signature]

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:	District Attorney		
Billing Address:	100 N Closner Blvd, 3rd Fl, Edinburg, TX 78539		
Fuel Card Manager:	Roy Cazares		
Phone Number:	956-318-2300	This person can not have use of the fuel card	
Web user Name:		County Email: roy.cazares@da.co.hidalgo.tx.us	
Hidalgo Co Acct Number:	21222-412-00-080-006-0-626		
Requested By:	[Signature] FOR REPE GUERRA		
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. # 35711
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 Plate No (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Asset Number (N/A = Non-vehicle)	Purchasing Dept. Use Only Card Number
64TZR5	2008 Toyota Tacoma	3TMJU62N88M067569		

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 (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Santos Leal	07/01/1966	177555	[Signature]	