

# 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

<b>Department:</b>	HIDALGO COUNTY SHERIFF'S OFFICE		
<b>Billing Address:</b>	P.O. BOX 1228, EDINBURG, TX 78542		
<b>Fuel Card Manager:</b>	MYRA MONTOYA		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	956-393-6024	<b>County Email:</b>	myra.montoya@hidalgoso.org
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	2-1100-421-00-280-001-0-626		
<b>Requested By:</b>	Myra Montoya, Commander		
<small>Original Signature is required</small>	<small>Sign &amp; 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. # 35711
Reviewed by Fuel Card Administrator:	
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	<small>Sign &amp; 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

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
ARMANDO CAMPOS		1305		
JORGE ARCE		1011		