

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 Pct. 2		
Billing Address:	300 W. Hall Acres Suite E Pharr, Tx. 77577		
Fuel Card Manager:	Jose L. Huiposa		
Phone Number:	956-784-3510	<small>This person can not have use of the fuel card</small>	
Web user Name:		County Email:	
Hidalgo Co Acct Number:	3-1100-421-00-292-001-0-626		
Requested By:	Constable Martin County Pct. 2		
<small>Original Signature is required</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. # _____
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
226-065	2006 Crown Vic	2FAFP71W26X145056	47475	

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

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Department:	Constable Pct. 2		
Billing Address:	300 W. Hall Acres Suite E. Pharr, TX 77577		
Fuel Card Manager:	Jose L Hinojosa		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-784-3510	County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:	3-1100-421-00-292-001-0-026		
Requested By:	Constable Martin Cantu Pct. 2, <i>Martin Cantu</i>		
<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>			

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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
883-880	2005 Ford Crown Vic	2FAFP71W65X121249	43114	

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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