

# FUEL CREDIT CARD REQUEST FORM

JAN 11 2013

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>	Fire Marshal		
<b>Billing Address:</b>	1124 North "M" Road, Edinburg, TX 78542		
<b>Fuel Card Manager:</b>	Yolanda Orozco		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-318-2656	<b>County Email:</b>	yolanda.orozco@co.hidalgo.tx.us
<b>Web user Name:</b>	.....	<b>Password:</b>	.....
<b>Hidalgo Co Acct Number:</b>	3-1100-422-10-300-001-0-626		
<b>Requested By:</b>	Juan Martinez, Fire Marshal		
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. # _____
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 <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> <b>Card Number</b>
BKZ4016	2013 Chevrolet Tahoe SUV	1GNSK2E08DR226545	56768	
1143155	2013 Chevrolet Tahoe SUV	1GNSK2E08DR227856	56769	
1143154	2013 Chevrolet Tahoe SUV	1GNSK2E01DR226533	56770	

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> <b>License Verification</b>	<i>Purchasing Dept. Use Only</i> <b>Training Date &amp; Signed Fuel Policy</b>

**Form F.1.1 Revised:**

**Attach separate list if additional users are required**