

# 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. Huinosa		
	<small>This person can not have use of the fuel card</small>		
Phone Number:		County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:	3-1100-421-00-292 / 001-0-626		
Requested By:	<i>[Signature]</i>		
Original Signature is required	<small>Sign &amp; Print Elected/Official Supervisor/Director</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.			

<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 &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
BHS 9205	2005 F150 P/u	1FTPW1250KC32198		

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

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<b>Department:</b>	Constable Pct. 2		
<b>Billing Address:</b>	300 W. Hall, Aeris Suite E Pharr, Tx. 77577		
<b>Fuel Card Manager:</b>	Jose L. Hnojosa		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	956-784-3570	<b>County Email:</b>	
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	3-1100-421-00-292-001-0-626		
<b>Requested By:</b>	Constable Martin Canty Pct. 2. <i>[Signature]</i> cpm		
<b>Original Signature is required</b>	<small>Sign &amp; Print Elected/Official Supervisor/Director</small>		
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112-1281 <i>New</i>	2010 Chevy Tahoe	1GNMCAE02AR239352		

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