

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: | Fire Marshal | | |
| Billing Address: | 1124 North M Rd, Edinburg, TX 78542 | | |
| Fuel Card Manager: | Yolanda Orozco | | |
| Phone Number: | 956-318-2656 | County Email: yolanda.orozco@co.hidalgo.tx.us | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 3-1100-422-10-300-001-0-626 | | |
| Requested By: | 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. | | | |

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| | <i>For Purchasing Department Use Only</i> |
| Approved by Commissioners Court On: | Agenda Item No. # 36987 |
| 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 |
|---|--|-----------------------------------|-------------------------------------|---|
| 30VTG8 | 2009 Chevrolet Silverado (White) | 1GCHK43679F108310 | | |
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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 |
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| Billing Address: | 1124 North M Rd, Edinburg, TX 78542 | | |
| Fuel Card Manager: | Yolanda Orozco | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | 956-318-2656 | County Email: yolanda.orozco@co.hidalgo.tx.us | |
| Web user Name: | yolanda.orozco | Password: yorozco | |
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| 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> | Purchasing Dept. Use Only Card Number |
|--|---|--|--|---|
| BK8-1067 | 2005 Ford Expedition (Red) | 1FMPU16535LA50503 | | |
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