

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:	Hidalgo County Precinct 2		
Billing Address:	300. W. Hall Acres Suite E Pharr, Tx. 78577		
Fuel Card Manager:	Jose L. Hinojosa		
<small>This person can not have use of the fuel card</small>			
Phone Number:	County Email:		
Web user Name:	Password:		
Hidalgo Co Acct Number:	3-100-421-00-272-001-0-626		
Requested By:	Sign & Print Elected/Official Supervisor/Director		
Original Signature is required 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. # 37788
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> 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>	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
Jaime Puate	11-10-69	052728		
Ramiro Martinez	8-3-72	034517		
Victor Javier Rodriguez	6-13-70	094943		
Leon Vecchio	6-18-79	142913		
Leo Ortiz	1-18-81			

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Department:	Hidalgo County Precinct 2		
Billing Address:	300 W. Hall Acres Suite E. Pharr, Tx. 78577		
Fuel Card Manager:	Jose L. Hinojosa		
	This person can not have use of the fuel card		
Phone Number:		County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:	3-400-421-00-2972-001-0-026		
Requested By:	Sign & Print Elected/Official Supervisor/Director		
Original Signature is required 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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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
106-2136	F-150 / P/u	1FTRW12W29FB13293	49075	

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 Hidalgo County Pct. 2		
Billing Address:	300 W. Hall Acres Suite E. Pharr, Tx. 78577		
Fuel Card Manager:	Jose L. Hernandez		
	This person can not have use of the fuel card		
Phone Number:		County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:	3-1000-421-00-292-001-0-626		
Requested By:	C. Campos, Armando Campos, Chief Deputy		
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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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
✓ 106-2140	F-150 P/u	1FTRW12W09F313292	49077	
✓ 106-2141	F-150 P/u	1FTRW12W99F313291	49076	

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