

FUEL CREDIT CARD REQUEST FORM 7/26/13

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:	320		
Billing Address:	PO. BOX 1109 EDINBURG TX 78540		
Fuel Card Manager:	MELISSA GARZA		
Phone Number:	936 318-2920	This person can not have use of the fuel card	
Web user Name:		County Email:	melissa.garza@hidalgocountycs.org
Hidalgo Co Acct Number:		Password:	
Requested By:	ROBERT LIZCANO	<i>Robert Lizcano</i>	
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 (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Asset Number (N/A = Non-vehicle)	<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 (6 digits)	DBM Use Only License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
JESSICA YANEZ	2/26/86	166847	✓	
MARIA A. RODRIGUEZ	1/20/73	197696	✓	
MARCELO	2/15/87	193941	✓	
ANDREA LOPEZ	10/21/76	265326	✓	
LINDA MEDELEZ	9/20/80	197661	✓	

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User Name	DOB	User ID <small>(6 digits)</small>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
GILBERT TREVINO	9/25/86	197118		
SERGIO RODRIGUEZ	2/3/84	197009		