

# 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

<b>Department:</b>	JUDGE MARIO E. RAMIREZ, JR., JUVENILE JUSTICE CENTER/DETENTION		
<b>Billing Address:</b>	P.O. BOX 267 EDINBURG TX 78540		
<b>Fuel Card Manager:</b>	ELENA GAITAN		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-587-6200	<b>County Email:</b>	o.tx.us
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	3-1100-423-32-330-001-0-626		
<b>Requested By:</b>	ISRAEL "BUDDY" SILVA JR		
<i>Original Signature is required</i>	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. # 40074
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>
115-9725	2013 E350T-FORD	1FBSS3BL6DDA77602	59970	

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>
JOAQUIN VILLANUEVA	2/14/65	027367		
ALEJANDRO GARZA	3/19/56	122491		
RAFAEL OCON ✓	7/23/65	073822		