

FUEL CREDIT CARD REQUEST FORM

AUG 30 2013

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:	EMERGENCY MANAGEMENT		
Billing Address:	302 W. UNIVERSITY DR EDINBURG, TEXAS		
Fuel Card Manager:	MONICA J. HINOJOSA		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-318-2615	County Email:	Monica.hinojosa@co.hidalgo.tx.us
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320226		
Requested By:	Oscar D. Montoya,		
	<small>Sign & 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.

For Purchasing Department Use Only

410530

Approved by Commissioners Court On:			
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
CDG-0543	2005 FORD 150	1FTRX12W95FA3359	42936	

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