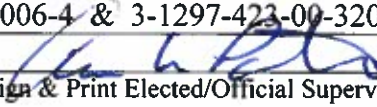


FUEL CREDIT CARD REQUEST FORM

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:	Adult Probation		
Billing Address:	P O Box 970 Edinburg, Texas 78540		
Fuel Card Manager:	Diana G Solis		
	This person can not have use of the fuel card		
Phone Number:	956-587-6008	County Email:	diana.solis@hidalgocountycsd.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	3-1297-423-00-320-006-4 & 3-1297-423-00-320-015-4		
Requested By:	Arnold K. Patrick		9/20/2013
	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. # 40885
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
1159738	2014 Ford Escape	1FMCU0F78EUA86188	AA002205	
1159737	2014 Ford Escape	1FMCU0F7XEUA86189	AA002206	

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