


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:	Tax Office		
Billing Address:	2804 S. Bus Hwy 281 Edinburg, Texas		
Fuel Card Manager:	Mary Garcia - Jackson		
	This person can not have use of the fuel card		
Phone Number:	289-7472	County Email:	maria.garcia@hidalgocountytx.gov
Web user Name:		Password:	
Hidalgo Co Acct Number:	3-1100-415-15-140-001-0-626		
Requested By:	Pablo (Paul) Villarreal Jr. 		
	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:	4/20/82
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	Vehicle Description	Asset #	Asset # (60170)
CVZ 9882	2014 Ford F150-Silver	1FEX1CM2EFA32586	Asset#(60170)

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.

Driver Name	DOB	Pin #	DBM Status