

# 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>  | Purchasing Department                             |                      |                                 |
| <b>Billing Address:</b>   | 2812 S Bus Hwy 281                                |                      |                                 |
| <b>Fuel Card Manager:</b>   | Nielta Cavazos                                    |                      |                                 |
|   | This person can not have use of the fuel card     |                      |                                 |
| <b>Phone Number:</b>  | 956-318-2626                                      | <b>County Email:</b> | nielta.cavazos@co.hidalgo.tx.us |
| <b>Web user Name:</b>   |   | <b>Password:</b>     |                                 |
| <b>Hidalgo Co Acct Number:</b>  | 4-1100-415-18-160-001-0-                          |                      |                                 |
| <b>Requested By:</b>  | Martha L. Salazar <i>Martha L Salazar</i>         |                      |                                 |
| <b>Original Signature is required</b>   | 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:       | <b>Agenda Item No. # 43772</b>                               |
| 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<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Asset Number<br>(N/A = Non-vehicle) | <i>Purchasing Dept.<br/>Use Only</i><br><b>Card Number</b> |
|---|--|-----------------------------------|-------------------------------------|--|
|   |  |                                   |                                     |  |
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|   |  |                                   |                                     |  |
|   |  |                                   |                                     |  |
|   |  |                                   |                                     |  |

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<br>(6 digits) | <i>DBM Use Only</i><br><b>License Verification</b> | <i>Purchasing Dept.<br/>Use Only</i><br><b>Training Date &amp; Signed Fuel Policy</b> |
|---------------|----------|-----------------------|--|---|
| Daniel Alaniz | 11017434 | 10/24/1972            | 203220   | <i>[Signature]</i>  |
|               |          |                       |  |   |
|               |          |                       |  |   |
|               |          |                       |  |   |