


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:	<i>Constable Pct 2</i>		
Billing Address:	<i>1900 Joe Stephens Westaco, TX. 78599</i>		
Fuel Card Manager:	<i>Rosario Aguilar</i>		
	This person can not have use of the fuel card		
Phone Number:	<i>956-447-3775</i>	County Email:	<i>hccp2@co.hidalgo.tx.us</i>
Web user Name:		Password:	
Hidalgo Co Acct Number:	<i>869320184</i>		
Requested By:	 <i>Joe F. Espinosa</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:	<i>02 4/6/09</i>
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)	Purchasing Dept. Use Only Card Number
<i>109-1633</i>	<i>2007 AMGE-HUMVEE</i>	<i>54583</i>	
<i>770-040</i>	<i>1998 Chevy Lumina</i>	<i>AAAD 2G2WL52M6W919 9299</i>	

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	Purchasing Dept. Use Only Training Date & Signed Fuel Policy