

# 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>	ADULT PROBATION		
<b>Billing Address:</b>	3100 SOUTH BUS. 281 EDINBURG TEXAS 78541		
<b>Fuel Card Manager:</b>	DIANA SOLIS		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	956-587-6008	<b>County Email:</b>	diana.solis@hidalgocountycsd.org
<b>Web user Name:</b>			<b>Password:</b>
<b>Hidalgo Co Acct Number:</b>			
<b>Requested By:</b>	Arnold Patrick- Director		
	<small>Sign &amp; 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.

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	76264
Reviewed by Fuel Card Administrator:	_____
Cards Received by Dept on:	Date Returned/Cancelled: _____
Fuel Cards Received by Department:	_____
<small>Sign &amp; Print Authorized Elected Official/Supervisor/Director</small>	

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>	Purchasing Dept. Use Only Card Number

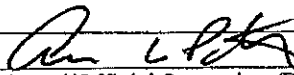
List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID <small>(6 digits)</small>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Dolly Rosales	09/03/1991	204641		

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Fuel Cards Received by Department:	<small>Sign &amp; Print Authorized Elected Official/Supervisor/Director</small>

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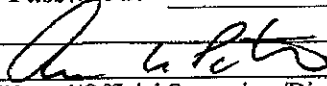
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Susana Diaz	12/27/1971	116181		

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
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<b>Hidalgo Co Acct Number:</b>		<b>Password:</b>	
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<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	2/6/2009
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

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.

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Jorge Valencia	05/09/1974	204340		

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<b>Phone Number:</b>	956-587-6008	This person can not have use of the fuel card	
<b>Web user Name:</b>		<b>County Email:</b> diana.solis@hidalgocountycsd.org	
<b>Hidalgo Co Acct Number:</b>		<b>Password:</b>	
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Approved by Commissioners Court On:	4/6/2009
Reviewed by Fuel Card Administrator:	
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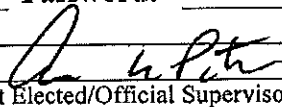
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Emilio Gonzalez	12/05/1994	204242		

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
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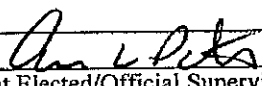
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Yajaira Padron	01/31/1989	204293		

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
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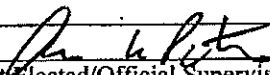
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Juan Mascorro	11/17/1976	203955		

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<b>Hidalgo Co Acct Number:</b>		<b>Password:</b> _____	
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Andres Garcia	03/22/1985	197165	