

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.

X Add Vehicle Card Add Driver Pin Delete/ Cancel Card Delete/Cancel Driver

Department:	CONSTABLE PCT. 3		
Billing Address:	730 N. BREYFOGLE RD. STE B MISSION, TX 78574		
Fuel Card Manager:	RAQUEL RAMOS		
	This person can not have use of the fuel card		
Phone Number:	956-205-7031		
Web user Name:	CONSTABLE 3	Password:	
Hidalgo Co Acct Number:	4-1100-421-00-293-001-0-626		
Requested By:	CONSTABLE LAZARO GALLARDO, JR. <i>Lazaro Gallardo</i>		
	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. # <u>47187</u>
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)	Purchasing Dept. Use Only Card Number
1192131	2015 CHEVROLET TAHOE	1GNLC2EC0FR253964	62395	

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

Form F.1.1 Revised: Attach separate list if additional users are required