

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

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|-------------------------|--|-------------------------------------|--|
| Department: | Planning | | |
| Billing Address: | 1304 S. 25th St./Edinburg/Tx/78542 | | |
| Fuel Card Manager: | Irma Celia Castillo | | |
| | <small>This person can not have use of the fuel card</small> | | |
| Phone Number: | (956) 318-2840 | County Email: icastillo114@hchd.org | |
| Web user Name: | icastillo | Password: iraml14 | |
| Hidalgo Co Acct Number: | 4-1100-419-10-210-001-626 | | |
| Requested By: | Tomas J. Arredondo, Planning Supervisor | | |
| | <small>Sign & 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.

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|---|---|
| <i>For Purchasing Department Use Only</i> | |
| Approved by Commissioners Court On: | _____ |
| Reviewed by Fuel Card Administrator: | _____ |
| Cards Received by Dept on: | Date Returned/Cancelled: _____ |
| Fuel Cards Received by Department: | _____ |
| | <small>Sign & 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 |
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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 <small>(6 digits)</small> | DBM Use Only License Verification | Purchasing Dept. Use Only Training Date & Signed Fuel Policy |
|---------------|------------|--------------------------------------|---|---|
| Leonel Najera | 05/19/1985 | 185809 | 2322288- <i>lh</i> | |
| | | | 23222888 | |
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