

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:	Elections		
Billing Address:	101 South 10 th Ave.		
Fuel Card Manager:	Belinda Sagredo		
	This person can not have use of the fuel card		
Phone Number:	956-318-2570		
Web user Name:		Password:	
Hidalgo Co Acct Number:	869309740		
Requested By:	Yvonne Ramon, Elections Administrator		
Original Signature is required	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:	Agenda Item No. # 48128
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 <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Asset Number <small>(N/A = Non-vehicle)</small>	<i>Purchasing Dept. Use Only</i> 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>	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
Tiffany Nicole Luna	9/15/1988	201359		
Arturo Manuel Garcia	9/11/1989	199516		
Esperanza Orosco	6/05/1979	199290		

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Department:	<i>Constable Pet 2</i>		
Billing Address:	<i>1900 Joe Stephens Westlake, Texas 78599</i>		
Fuel Card Manager:	<i>Rosario Aguilar</i>		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	<i>956-447-3775</i>	County Email:	<i>hccp2@ce.hidalgo.tx.us</i>
Web user Name:		Password:	
Hidalgo Co Acct Number:	<i>869320184</i>		
Requested By:	<i>[Signature]</i>		
	<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.

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	<i>4/8/28</i>
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 (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Purchasing Dept. Use Only Card Number
<i>115-9798</i>	<i>1996 M35 Truck</i>	<i>2301694</i> <i>R</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

RECEIVED
 JAN 07 2015
 BY me 3:44p

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

Department:	Hidalgo County HIDTA Task Force		
Billing Address:	P.O. Box 5719, McAllen, TX 78502-5719		
Fuel Card Manager:	Sonya Lopez, Adm. Asst.		
	This person can not have use of the fuel card		
Phone Number:	956-381-0444		
Web user Name:		Password:	
Hidalgo Co Acct Number:	5-1252-412-00-270-012-0-626		
Requested By:	Jose V. Delgado		
Original Signature is required		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:	Agenda Item No. # <u>78128</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

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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Jose V. Delgado	1/26/1966	207900		

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Add Vehicle Card
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 Delete/ Cancel Card
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Department:	Safety Division		
Billing Address:	9805 PL 10th McAllen, TX 78504		
Fuel Card Manager:	Rosie Luna		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-292-7030	County Email:	
Web user Name:	+++++	Password:	+++++
Hidalgo Co Acct Number:	51100419.50.125.003.0.626		
Requested By:	Roy Quintanilla, Director		
<small>Original Signature is required</small>	<small>Sign & Print Elected/Official Supervisor/Director</small>		
<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.</small>			

Approved by Commissioners Court On:	<small>For Purchasing Department Use Only</small> Agenda Item No. # 2/8/28
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>	Asset Number <small>(N/A = Non-vehicle)</small>	<small>Purchasing Dept. Use Only</small> Card Number
119-1717	2015 FORD EXPLORER	1F-MJ-L1ET-3FEF-5281	62567	

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Billing Address:	9805 PL 10th McAllen, TX 78504		
Fuel Card Manager:	Rosie Luna		
	This person can not have use of the fuel card		
Phone Number:	956-292-7030	County Email:	
Web user Name:	+++++	Password:	+++++
Hidalgo Co Acct Number:	51100419.50.125.002.0.626		
Requested By:	Roy Quintanilla, Director		
Original Signature is required	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.			

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119-1717	2015 FORD EXPEDITION	1FM1J1ET3FEP15281	62567	

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