

# 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:	Planning		
Billing Address:	1304 S. 25th St/Edinburg/Tx/78542		
Fuel Card Manager:	Irma Celia Castillo	<i>Irma Celia Castillo</i>	
	This person can not have use of the fuel card		
Phone Number:	(956) 318-2840	County Email: irma.castillo@hchd.org	
Web user Name:	icastillo	Password: iram1956	
Hidalgo Co Acct Number:	5-1100-419-10-210-001-0-626		
Requested By:	Tomas J. Arredondo, Director of Planning <i>Tomas J. Arredondo</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.

*For Purchasing Department Use Only,*

Approved by Commissioners Court On: \_\_\_\_\_

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.

User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Julio Cansino Ruiz	07/07/1978	208337	06640684	<i>[Signature]</i>
Guillermo Alejandro Rodriguez	04/02/1982	204170	15322882	<i>[Signature]</i>