

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:	_____		
Phone Number:	(956) 31862840	This person can not have use of the fuel card	
Web user Name:	_____	County Email:	irma.castillo@hchd.org
Hidalgo Co Acct Number:	5-1100-419-10-210-001-0-626	Password:	_____
Requested By:	T. J. Arredondo/Director of Planning <i>T. J. Arredondo / vec</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.			

<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:	_____
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
Jose Jesus Alvarez	09/23/1962	204544	<i>[Signature]</i>	
Tomas J. Arredondo	01/22/1975	105899	<i>[Signature]</i>	
Juan Gabriel Avila	12/05/1975	175412	<i>[Signature]</i>	
Jorge J. Garcia	09/25/1980	106453	<i>[Signature]</i>	
Cynthia Perez	10/18/1981	156647	<i>[Signature]</i>	
Arreanna Eliza Yzaguirre	09/16/1979	196142	<i>[Signature]</i>	