

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:	Hidalgo County Constable Pct. 1		
Billing Address:	1900 Joe Stephens, Weslaco, Texas 78599		
Fuel Card Manager:	Rosario Aguilar		
	This person can not have use of the fuel card		
Phone Number:	956-447-3775		
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320184		
Requested By:	Chief Deputy Joe Espinosa		
	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
123-3768	2015 Ford Explorer	1FM5K8AR5FGB62147	600029
123-3770	2015 Ford Explorer	1FM5K8AR7FGB62148	600030
123-3769	2015 Ford Explorer	1FM5K8AR7FGB62149	600031

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
Jorge Salazar	07-21-1975	141917		✓

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Fuel Card Manager:	Rosario Aguilar		
	This person can not have use of the fuel card		
Phone Number:	956-447-3775		
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320184		
Requested By:	Rosario Aguilar – Admin Asst <i>Rosario Aguilar</i>		
	Sign & Print Elected/Official Supervisor/Director		

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<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	<u>50196</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)	Purchasing Dept. Use Only Card Number
115-9798	1996 M35 Truck	2301694	

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