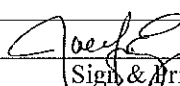


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AUG 20 2015
Mep 3:47pm

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:	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.

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
125-5927	2015 Silverado Asset#63570	3GCUKPEC5FG439593	
125-5948	2015 Silverado Asset#63571	3GCUKPECXFG443395	
125-5947	2015 Silverado Asset#63572	3GCUKPECXFG445826	

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