


# FUEL CREDIT CARD REQUEST FORM

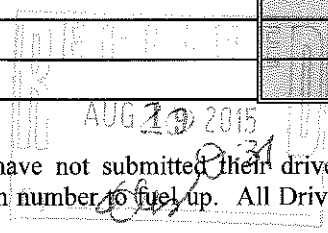
Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business use only. The Requestor must be authorized to sign for the billing account number provided by the department.

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

|   |   |  |             |
|---|---|--|-------------|
| <b>Department:</b>  | Hidalgo County Judge's Office   |  |             |
| <b>Billing Address:</b>   | 100 East Cano, 2 <sup>nd</sup> Floor Edinburg, Texas 78539  |  |             |
| <b>Fuel Card Manager:</b>   | Sandra C. De Leon   |  |             |
|   | This person can not have use of the fuel card   |  |             |
| <b>Phone Number:</b>  | 956-318-2600 <b>County Email:</b> Sandra.deleon@co.hidalgo.tx.us  |  |             |
| <b>Web user Name:</b>   | <b>Password:</b> _____  |  |             |
| <b>Hidalgo Co Acct Number:</b>  | _____   |  |             |
| <b>Requested By:</b>  | <br>Sign & Print Elected/Official Supervisor/Director |  | Erika Reyna |
| Original Signature is required  |   |  |             |
| 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. # _____        |
| 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<br><small>(N/A = Non-vehicle)</small> | Description<br><small>(Vehicle or Non-vehicle Equip.)</small> | VIN Number<br><small>(N/A = Non-vehicle)</small> | Asset Number<br><small>(N/A = Non-vehicle)</small> | <i>Purchasing Dept. Use Only</i><br><b>Card Number</b> |
|--|---|--|--|--|
| 15V-KL9  | 2002 Ford Expedition  | 1FMRU15L52LB00029                                | 38026  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |

  
 AUG 20 2015

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<br><small>(6 digits)</small> | <i>DBM Use Only</i><br><b>License Verification</b> | <i>Purchasing Dept. Use Only</i><br><b>Training Date &amp; Signed Fuel Policy</b> |
|-----------|-----|--------------------------------------|--|---|
|           |     |                                      |  |   |
|           |     |                                      |  |   |
|           |     |                                      |  |   |