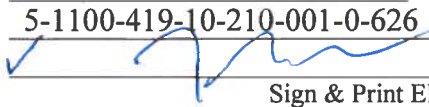


# FUEL CREDIT CARD REQUEST FORM

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.

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

<b>Department:</b>	Planning Department		
<b>Billing Address:</b>	1304 S. 25 <sup>th</sup> St./Edinburg/Tx/78542		
<b>Fuel Card Manager:</b>	Irma Celia Castillo		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	(956)318-2840		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	5-1100-419-10-210-001-0-626		
<b>Requested By:</b>	 Sign & Print Elected/Official Supervisor/Director		9-14-15
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:	<b>Agenda Item No. #</b>
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)	Asset Number (N/A = Non-vehicle)	<i>Purchasing Dept. Use Only</i> <b>Card Number</b>
119-0365	2015 Ford F-150 Truck Vehicle 4 – Unit 86	1FTEX1C80FKE11209	64789	

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)	<i>DBM Use Only</i> <b>License Verification</b>	<i>Purchasing Dept. Use Only</i> <b>Training Date &amp; Signed Fuel Policy</b>