

# 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
<b>Fuel Card Manager:</b>	Sandra De Leon
This person can not have use of the fuel card	
<b>Phone Number:</b>	956-318-2600 ext. 5029
<b>County Email:</b>	Sandra.deleon@co.hidalgo.tx.us
<b>Web user Name:</b>	<b>Password:</b>
<b>Hidalgo Co Acct Number:</b>	5-1100-413-00-110-006-0-626
<b>Requested By:</b>	Erika Reyna
Original Signature is required <span style="float: right;">Sign &amp; Print Elected/Official Supervisor/Director</span>	
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. # 51371
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 <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Asset Number <small>(N/A = Non-vehicle)</small>	<i>Purchasing Dept. Use Only</i> <b>Card Number</b>
1258018	2016 Ford Expedition	1FMJU1FT4GEF06276	63518	

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 <small>(6 digits)</small>	<i>DBM Use Only</i> <b>License Verification</b>	<i>Purchasing Dept. Use Only</i> <b>Training Date &amp; Signed Fuel Policy</b>
Cristobal Trevino	11/18/47	134872		