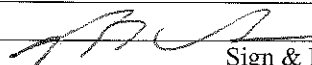


# FUEL CREDIT CARD REQUEST FORM

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>	SAFETY DIVISION		
<b>Billing Address:</b>	9805 N 10 <sup>TH</sup> , MCALLEN, TX 78504		
<b>Fuel Card Manager:</b>	ROSIE LUNA		
<b>Phone Number:</b>	292-7030	County Email: rosie.luna@co.hidalgo.tx.us	
<b>Web user Name:</b>	+++++	<b>Password:</b>	+++++
<b>Hidalgo Co Acct Number:</b>	5-1100-419-50-125-003-0-626		
<b>Requested By:</b>	Roy Quintanilha, Director		
Original Signature is required	 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:	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 (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> Card Number
816-238	2001 FORD F150	1FTRX17WX1NB98190	47871	
866-081	2004 FORD F150	2FTRX17W84CA32308	47688	
119-8179	2004 FORD F150	2FTRF17224CA60671	47869	
870-502	2004 FORD F150	2FTRF17244CA60669	47870	

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> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy