

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

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|---|---|---|-------|
| Department: | Adult Probation - SATF | | |
| Billing Address: | P O Box 970 | | |
| Fuel Card Manager: | Melissa Garza | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | _____ | | |
| Web user Name: | _____ | Password: | _____ |
| Hidalgo Co Acct Number: | 5-1297-423-00-320-020-6-626 | | |
| Requested By: | <i>Arnold K. Patrick</i> | Arnold K. Patrick | |
| 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. | | | |

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| <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 Number | Description | VIN | Asset Number |
|----------------|------------------|-------------------|--------------|
| 125-4694 | 2016 Ford Escape | 1FMCU0GX1GUA20793 | AA00-2394 |
| 125-4693 | 2016 Ford Escape | 1FMCU0GX5GUA55322 | AA00-2378 |
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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 | Driver ID | License Number | Issuing Date |
|-----------|-----------|----------------|--------------|
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