

# 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 Constable Pct. 3		
<b>Billing Address:</b>	730 N. Breyfogle Rd. Mission, TX 78574		
<b>Fuel Card Manager:</b>	Raquel Ramos		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-205-7031		
<b>Web user Name:</b>	Constable 3	<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	5-1100-421-00-293-001-0-626		
<b>Requested By:</b>	Constable Lazaro Gallardo, Jr. <i>Lazaro Gallardo Jr.</i>		
	Sign & Print Elected/Official/Supervisor/Director		
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 (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>
1223121	2015 Ford Explorer	1FM5K8AR0GGA19091	63737	
1223120	2015 Ford Explorer	1FM5K8AR2GGA19092	63738	
GMB8392	2015 Chevrolet Tahoe	1GN5CAKC7FR712028	65410	
1097134	2010 Ford F150 Pickup	1FTEX1C81AKE03290	37201 (replacement)	

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>