

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

Department:	ADULT PROBATION		
Billing Address:	3100 SOUTH BUS. 281 EDINBURG TEXAS 78541		
Fuel Card Manager:	JANIE MEDRANO		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-587-6141	County Email: janie.medrano@hidalgocoountycscd.org	
Web user Name:		Password:	
Hidalgo Co Acct Number:			
Requested By:	Arnold Patrick- Director		
	<small>Sign & Print Elected/Official Supervisor/Director</small>		
<p>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.</p>			

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	_____
Reviewed by Fuel Card Administrator:	_____
Cards Received by Dept on:	_____ Date Returned/Cancelled: _____
Fuel Cards Received by Department:	_____
<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>	

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>	Purchasing Dept. <small>Use Only</small> Card Number

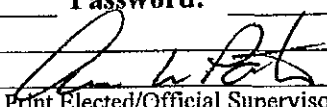
List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID <small>(6 digits)</small>	DBM Use Only License Verification	Purchasing Dept. <small>Use Only</small> Training Date & Signed Fuel Policy
Escobedo, Michelle D.	09/20/1987	211540		

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
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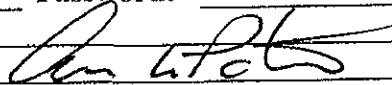
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Lopez, Raul III	07/22/1970	211532		

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
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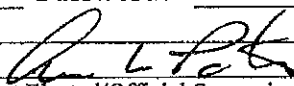
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Garcia, Armando	01/10/1982	197165		

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Perez, Alma Delia	08/13/1977	211516		

Form F.1.1 Revised 12/23/2008

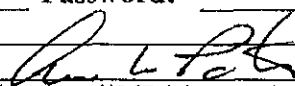
Attach separate list if additional users are required

Note: *Juma Limas* sent form that female resigned effective today
 12/4/15 

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