

FUEL CREDIT CARD REQUEST FORM

DEC 17 2015

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 Card

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|---|---|------------------|--|
| Department: | Hidalgo County Health & Human Services | | |
| Billing Address: | 1304 S. 25 th Ave | | |
| Fuel Card Manager: | Eduardo Olivarez | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | (956)383-6221 | | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 5-1100-441-00-340-001-0-626 | | |
| Requested By: | Eduardo Olivarez | | |
| 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 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 |
|---|--|-----------------------------------|-------------------------------------|---|
| 127-4830 | IL Grand Caravan HD-57 | 2C4RDGBG7GR152498 | 64791 | |
| 127-4831 <i>del</i> | Ford F-150 HD-56 | 1FTMF1C87FKE52760 | 64988 | |
| 127-4832 <i>15</i> | Ford F-150 HD-57 | 1FTMF1C89FKE52761 | 64389 | |
| 127-4833 <i>15</i> | Ford F-150 HD-58 | 1FTMF1C80FKE52762 | 64391 | |
| 127-4834 <i>15</i> | Ford F-150 HD-59 | 1FTMF1C80FKE52759 | 64390 | |

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 |
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