

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 Purchasing Department.

Add Vehicle Card
 Add Driver Pin
 Delete/ Cancel Card
 Delete/ Cancel Driver

Department:	Department of Budget and Management		
Billing Address:	2818 S. Bus. Hwy 281 Edinburg, TX 78539		
Fuel Card Manager:	Veronica Ortiz		
Phone Number:	956 292-7025	This person can not have use of the fuel card	
Web user Name:		County Email: veronica.ortiz@co.hidalgo.tx.us	
Hidalgo Co Acct Number:	6-2202-419-50-115-065-0-626	Password:	
Requested By:	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.

Approved by Commissioners Court On:	<i>For Purchasing Department Use Only</i> 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 <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Asset Number <small>(N/A = Non-vehicle)</small>	<i>Purchasing Dept. Use Only</i> Card Number
RZB-005	2008 Ford Expedition	1FMFU15548LA07791	46950	

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