



# 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:** Constable Pct 2  
**Billing Address:** 1900 Joe Stephens Westaco, TR. 78599  
**Fuel Card Manager:** Rosario Aguilar  
This person can not have use of the fuel card  
**Phone Number:** 936-447-3775      **County Email:** hccpl@co.hidalgo.tx.us  
**Web user Name:** \_\_\_\_\_      **Password:** \_\_\_\_\_  
**Hidalgo Co Acct Number:** (869320184)      6-1/00-421-00-291-04-0626  
**Requested By:** [Signature]      See F. ESPINOSA  
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.

*For Purchasing Department Use Only*

Approved by Commissioners Court On: \_\_\_\_\_  
 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)	Purchasing Dept. Use Only Card Number
129-0949	2016 Chery Silverado	3GCUKNEC5GG164668	900036

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)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy