

# 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>	ADULT PROBATION		
<b>Billing Address:</b>	3100 SOUTH BUS. 281 EDINBURG TEXAS 78541		
<b>Fuel Card Manager:</b>	JANIE MEDRANO		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-587-6141	<b>County Email:</b>	janie.medrano@hidalgocountycsd.org
<b>Web user Name:</b>	Password: _____		
<b>Hidalgo Co Acct Number:</b>	_____		
<b>Requested By:</b>	Arnold Patrick- Director		
	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

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
Lopez, Kassandra	03/08/1989	188638		