

# 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>	JUDGE MARIO E. RAMIREZ, JR., JUVENILE JUSTICE CENTER/DETENTION		
<b>Billing Address:</b>	P.O. BOX 267 EDINBURG TX 78540		
<b>Fuel Card Manager:</b>	ELENA GAITAN		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-587-6200	<b>County Email:</b> Elena.gaitan@jpd.co.hidalgo.tx.us	
<b>Web user Name:</b>		<b>Password:</b> <span style="border: 1px solid black; padding: 2px;">                    </span>	
<b>Hidalgo Co Acct Number:</b>	0-1100-423-32-330-001-0-626		
<b>Requested By:</b>	ISRAEL "BUDDY" SILVA JR. <span style="float: right;">4/6/16</span>		
	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.

<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)	Purchasing Dept. Use Only Card Number
1320335	2003 F150	2FTRF17273CB15887	41257	

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