

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:	ADULT PROBATION		
Billing Address:	3100 SOUTH BUS. 281 EDINBURG TEXAS 78541		
Fuel Card Manager:	JANIE MEDRANO		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-587-6141	County Email: janie.medrano@hidalgocountycsed.org	
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320176	16-1297-423-00-320-002	
Requested By:	Arnold Patrick- Director	030 034	
	<small>Sign & Print Elected/Official Supervisor/Director</small>		
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:	_____
Reviewed by Fuel Card Administrator:	_____
Cards Received by Dept on:	Date Returned/Cancelled: _____
Fuel Cards Received by Department:	_____
<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>	

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

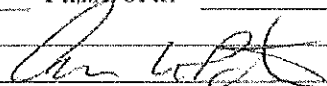
List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving 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
Gonzales, Jr., John Christopher	10/11/1993	214183		

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
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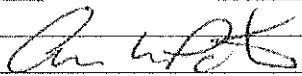
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Fuentes, Luis	02/25/1989	214167		

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User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Vallejo, Joanna	12/08/1994	214175	