

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

X - Add Driver Pin

Delete/ Cancel Card

Delete/Cancel Driver

Department:	Hidalgo County Head Start Program		
Billing Address:	PO Box 0117 Edinburg, Texas 78540		
Fuel Card Manager:	Leonor Morales		
	This person can not have use of the fuel card		
Phone Number:	(956) 383-0706		
Web user Name:	leonor.morales@hchsp.org	Password:	
Hidalgo Co Acct Number:			
Requested By:	Teresa Flores, Program Director		
Original Signature is required	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)	<i>Purchasing Dept. Use Only</i> 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)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
Debra Montiel	11/16/1967	004911		

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X-Delete/Cancel Driver

Department:	Hidalgo County Head Start Program		
Billing Address:	1901 W. State Hwy 107, McAllen Texas 78504		
Fuel Card Manager:	Leonor Morales		
	This person can not have use of the fuel card		
Phone Number:	956-318-2626	County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:	XY891		
Requested By:	Teresa Flores	<i>Teresa Flores</i>	
Original Signature is required		Sign & Print Elected/Official Supervisor/Director	
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User Name	DOB	User ID (6 digits)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
MIGUEL BUSTAMANTE	12-06-1965	004861		