

FUEL CREDIT CARD REQUEST FORM

AUG 25 2015

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

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| Department: | Facilities Management | | |
| Billing Address: | P.O.Box 1356, Edinburg, Texas 78539 | | |
| Fuel Card Manager: | Nelda F. Rios | | |
| Phone Number: | 956-289-7850 | County Email: | nelda.rios@co.hidalgo.tx.us |
| Web user Name: | N/A | Password: | N/A |
| Hidalgo Co Acct Number: | 6-1100-419-40-220-001-0-626 | | |
| Requested By: | Daniel Flores, Building Maintenance Manager | | |
| 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. | | | |

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| <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 |
|---|--|-----------------------------------|-------------------------------------|--|
| 133-7660 | 2016 - Chevy - City Express Cargo Van | 3N63MOYN2GK695714 | 63844 | |
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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 |
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