


# 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>  | HIDALGO COUNTY SHERIFF'S OFFICE   |                  |  |
| <b>Billing Address:</b>   | P.O. BOX 1228, EDINBURG, TX 78542   |                  |  |
| <b>Fuel Card Manager:</b>   | MYRA MONTOYA  |                  |  |
|   | This person can not have use of the fuel card   |                  |  |
| <b>Phone Number:</b>  | 956-393-6024  |                  |  |
| <b>Web user Name:</b>   |   | <b>Password:</b> |  |
| <b>Hidalgo Co Acct Number:</b>  | 6-1100-421-00-280-001-0-626   |                  |  |
| <b>Requested By:</b>  | <br>Sign & Print Elected/Official Supervisor/Director <span style="float: right;">Gabriel Castaneda<br/>Division Chief</span> |                  |  |
| <b>Original Signature is required</b>   |   |                  |  |
| 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:       | <b>Agenda Item No. #</b>                                     |
| 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<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Asset Number<br>(N/A = Non-vehicle) | <i>Purchasing Dept.<br/>Use Only</i><br>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<br>(6 digits) | <i>DBM Use Only</i><br>License<br>Verification | <i>Purchasing Dept.<br/>Use Only</i><br>Training Date &<br>Signed Fuel Policy |
|---------------|-----|-----------------------|--|---|
| JORGE ALVAREZ |     | 4086                  |  |   |
|               |     |                       |  |   |
|               |     |                       |  |   |
|               |     |                       |  |   |
|               |     |                       |  |   |