

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:	Constable Pct. 3		
Billing Address:	730 N. Breyfogle Rd. Ste. B Mission TX 78514		
Fuel Card Manager:	Raquel V. Ramos		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-862-9385		
Web user Name:		Password:	
Hidalgo Co Acct Number:	6-1100-421-00-293-0010-626		
Requested By:	Hozuo Gallardo Jr.		
	<small>Sign & Print Elected/Official Supervisor/Director</small>		
<small>Original Signature is required</small>			
<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.</small>			

<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:	
<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>	

Vehicle Plate No <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Asset Number <small>(N/A = Non-vehicle)</small>	<i>Purchasing Dept. Use Only</i> Card Number
1347031	2016 chevrolet Tahoe	1GN1LDEC2GR112925	69363	

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 <small>(6 digits)</small>	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
Jhoan Carlos Moreno	03-11-1983	121363	✓	
Eric Flores	12-16-1989	171972	✓	