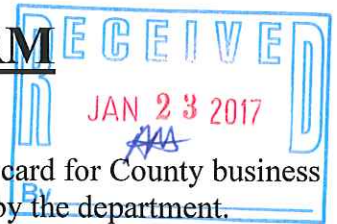


FUEL CREDIT CARD REQUEST FORM



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:	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	
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)	Purchasing Dept. Use Only Card Number
1337694	2016 CHEVY SILVERADO P/U	1GCNCNEC7GZ374205	00003251	
1337693	2017 CHEVY EXPRESS VAN	1GCWGAFHXH1112172	00003249	

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
DAVID DAVILA JR	01/19/1973	004946	<i>[Signature]</i>	
ENRILEVY HERNANDEZ	01/06/1979	004945	<i>[Signature]</i>	
RAQUEL ESCOBAR	10/06/1980	004961	<i>[Signature]</i>	
JOSE SANTOS	01/30/1986	004962	<i>[Signature]</i>	