

FUEL CREDIT CARD REQUEST FORM

JAN 05 2017

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:	PLANNING DEPT		
Billing Address:	1304 S. 25 TH ST./EDINBURG, TEXAS/78542		
Fuel Card Manager:	IRMA CELIA CASTILLO		
	This person can not have use of the fuel card		
Phone Number:	(956)318-2840		
Web user Name:		Password:	
Hidalgo Co Acct Number:	7-1100-419-10-210-001-0-626		
Requested By:	<input checked="" type="checkbox"/>		
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 <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>	Purchasing Dept. Use Only Card Number
136-0798	2017 FORD F150 SUPERCAB (UNIT 84)	1FTEX1C82HKC30678	69542	XXXXXXXXXX
36-0799	2017 FORD F150 SUPERCAB(UNIT 91)	1FTEX1C80HKC30677	69543	

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>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
FELICIA ARREDONDO	03/15/1985	215651		