

# 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>  | Constable Pct. 2                                  |                      |                                    |
| <b>Billing Address:</b>   | 300 W. Hall Acres Ste. E Pharr, TX 78577          |                      |                                    |
| <b>Fuel Card Manager:</b>   | Norma Castrellon                                  |                      |                                    |
|   | This person can not have use of the fuel card     |                      |                                    |
| <b>Phone Number:</b>  | (956)784-3510                                     | <b>County Email:</b> | norma.castrellon1@co.hidalgo.tx.us |
| <b>Web user Name:</b>   |   | <b>Password:</b>     |                                    |
| <b>Hidalgo Co Acct Number:</b>  | Acct #7-1100-421-0-292-001-0-626                  |                      |                                    |
| <b>Requested By:</b>  | Armando Campos, Chief Deputy                      |                      |                                    |
| <b>Original Signature is required</b>   | 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. # 57986                                      |
| 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<br>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 |
|---------------------|------------|-----------------------|--|---|
| Luis Alberto Zuniga | 08/16/1985 | 219584                |  |   |
|                     |            |                       |  |   |
|                     |            |                       |  |   |
|                     |            |                       |  |   |