

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:	PLANNING DEPT.		
Billing Address:	1304 S. 25 TH ST/EDINBURG/TX/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:	Jorge J. Garcia		
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.			

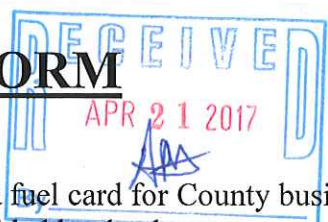
<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	Agenda Item No. # _____
Reviewed by Fuel Card Administrator:	_____
Cards Received by Dept on: _____	Date Returned/Cancelled: _____
Fuel Cards Received by Department: _____	Sign & Print Authorized Elected Official/Supervisor/Director

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

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
Gilberto Mata	12/25/1980	220299		

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Department:	Hidalgo County Tax Office		
Billing Address:	2804 S US HWY 281 Edinburg, TX 78539		
Fuel Card Manager:	Alejandro Bazan		
	This person can not have use of the fuel card		
Phone Number:	(956) 289-7472	County Email:	alex.bazan@hidalgocountytax.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	7-1100-415-15-140-001-0-626		
Requested By:	Eva Mireles		
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.			

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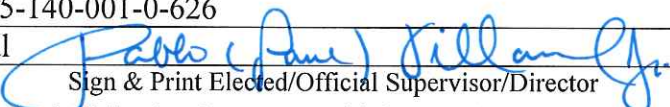
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Marlen Trevino	12/29/1987	190055		

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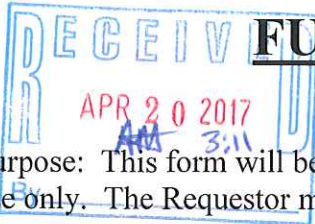
Department:	Tax Office		
Billing Address:	2804 S US HWY 281, Edinburg, TX 78539		
Fuel Card Manager:	Alex Bazan		
	This person can not have use of the fuel card		
Phone Number:	Ext 4742	County Email: alex.bazan@hidalgocountytax.org	
Web user Name:	Password: _____		
Hidalgo Co Acct Number:	7-1100-415-15-140-001-0-626		
Requested By:	Paul Villarreal		
Original Signature is required	 Sign & Print Elected/Official Supervisor/Director		
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User Name	DOB	User ID (6 digits)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
WILLIAM SCHOENING	10/30/1991	211281		



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Department:	HIDALGO COUNTY SHERIFF'S OFFICE		
Billing Address:	P.O. BOX 1228, EDINBURG, TX 78542		
Fuel Card Manager:	MYRA MONTOYA		
	This person can not have use of the fuel card		
Phone Number:	956-393-6024	County Email:	myra.montoya@hidalgoso.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	7-1100-421-00-280-001-0-626		
Requested By:	Sign & Print Elected/Official Supervisor/Director		
Original Signature is required 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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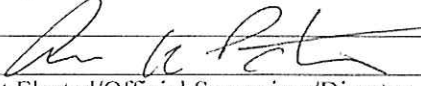
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FIDEL JASSO		1066		

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Department:	ADULT PROBATION		
Billing Address:	3100 SOUTH BUS. 281 EDINBURG TEXAS 78541		
Fuel Card Manager:	JANIE MEDRANO		
	This person can not have use of the fuel card		
Phone Number:	956-587-6141		
Web user Name:		Password:	
Hidalgo Co Acct Number:	7-1297-423-00-320-002-7-626; 7-1297-423-00-320-020-7-626; 7-1100-423-00-320-034-0-626		
Requested By:	Arnold Patrick- Director		
	Sign & Print Elected/Official Supervisor/Director		

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Barrios, Triana Ainne	11/07/1986	220230		

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Add Vehicle Add Driver Pin Delete/ Cancel Card Delete/Cancel Driver Card

Department:	Hidalgo County Health & Human Services		
Billing Address:	1304 S. 25 th Ave		
Fuel Card Manager:	Eduardo Olivarez		
	This person can not have use of the fuel card		
Phone Number:	(956)383-6221		
Web user Name:		Password:	
Hidalgo Co Acct Number:	7-1100-441-00-340-001-0-626		
Requested By:	Eduardo Olivarez		
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.			

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136-5449	2017 Ford S7E Transit Connect HD-65	NM0LS7E77H1312759	69653	

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