

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 PinX
 Delete/ Cancel Card
 Delete/Cancel Driver

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.			

For Purchasing Department Use Only

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)	<i>Purchasing Dept. Use Only</i> 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)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
Mayra Carreon	12/14/88	221171		
.Karen Aimee Banda	11/6/90	220671		
Darlene Villarreal	2/9/87	220337		
Elizabeth Monjaras	4/7/75	168025		
Guadalupe Gutierrez	11/28/66	038539		

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Jose Joel De Leon	11/28/66	117749		

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Rene Cavazos	12/19/1991	219681		

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Diana Trevino	12/28/85	212717		
Crystal Cabrera	8/18/88	200174		
Perla Flor, Guzman	10/01/66	026662		