


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.



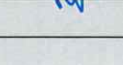
Add Vehicle Card
 Add Driver Pin
 Delete/ Cancel Card
 Delete/Cancel Driver

Department:	HIDALGO COUNTY HEADSTART		
Billing Address:	2812 S BUS HWY 281 EDINBURG , TX 78539		
Fuel Card Manager:	Oliver Solis		
	This person can not have use of the fuel card		
Phone Number:	956-383-0706		
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320259		
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.		

<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)	<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
Miguel Jaquez	9/18/1989	004810		
Enrilevy Hernandez	1/6/1979	004945		
Rosendo Trevino	10/15/1973	005026		

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Raquel Escobar	10/6/1980	004961		
Jose Santos	1/30/1986	005047		
Elizabeth Loera	8/5/1978	005034		
Antonio Reyna	9/24/1968	005043		
Jose E Cantu	1/22/1974	005047		