

# 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>	HIDALGO COUNTY SHERIFF'S OFFICE		
<b>Billing Address:</b>	P.O. BOX 1228, EDINBURG, TX 78542		
<b>Fuel Card Manager:</b>	MYRA MONTOYA		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	956-393-6024	<b>County Email:</b>	myra.montoya@hidalgo.org
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	7-1100-421-00-280-001-0-626		
<b>Requested By:</b>	#1735 <b>Steve Herrera, Captain</b> <small>Sign &amp; Print Elected/Official Supervisor/Director</small>		
<small>Original Signature is required</small>			
<small>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.</small>			

<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>	<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 <small>(6 digits)</small>	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
AARON MORENO	4-14-66	001895	✓	
ALFREDO AVILA	2-29-68	002384	✓	
ENRIQUE LONGORIA	11-20-72	004277	✓	
FERNANDO TANGUMA	8-18-65	001585	✓	
JONATHAN MOODY	8-11-69	002026	✓	
JUAN A. GARZA	12-13-66	004887	✓	
NOE CANALES	9-13-64	001485	✓	
ROBERT QUAIT	11-1-72	004466	✓	

SAMUEL PENA

10-5-05

001742



*Form F.1.1 Revised:*

*Attach separate list if additional users are required*