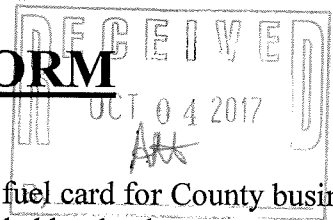


# FUEL CREDIT CARD REQUEST FORM



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 HEADSTART                          |                  |  |
| <b>Billing Address:</b>   | 2812 S BUS HWY 281 EDINBURG , TX 78539            |                  |  |
| <b>Fuel Card Manager:</b>   | Oliver Solis                                      |                  |  |
|   | This person can not have use of the fuel card     |                  |  |
| <b>Phone Number:</b>  | 956-383-0706                                      |                  |  |
| <b>Web user Name:</b>   |   | <b>Password:</b> |  |
| <b>Hidalgo Co Acct Number:</b>  | 869320259   |                  |  |
| <b>Requested By:</b>  | <i>Transportation Coordinator</i>                 |                  |  |
| 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:        | <i>Oliver Solis Transportation Coord</i>                     |
|   | Sign & Print Authorized Elected Official/Supervisor/Director |

| Vehicle Plate No<br><small>(N/A = Non-vehicle)</small> | Description<br><small>(Vehicle or Non-vehicle Equip.)</small> | VIN Number<br><small>(N/A = Non-vehicle)</small> | Asset Number<br><small>(N/A = Non-vehicle)</small> | <i>Purchasing Dept. Use Only</i><br><b>Card Number</b> |
|--|---|--|--|--|
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|  |   |  |  |  |

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><small>(6 digits)</small> | <i>DBM Use Only</i><br><b>License Verification</b> | <i>Purchasing Dept. Use Only</i><br><b>Training Date &amp; Signed Fuel Policy</b> |
|--------------------------|-----------|--------------------------------------|--|---|
| Edwin E. Santos          | 11/9/1973 | 005065                               |  |   |
| Juan Perez <i>Zapata</i> | 9/5/1983  | 005066                               |  |   |
| Jaime Lopez              | 12/13/65  | 004977                               |  |   |
|                          |           |                                      |  |   |
|                          |           |                                      |  |   |