

# 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      **XX**  Add Driver Pin       Delete/ Cancel Card       Delete/Cancel Driver

<b>Department:</b>	Facilities Management		
<b>Billing Address:</b>	P.O.Box 1356, Edinburg, Texas 78539		
<b>Fuel Card Manager:</b>	Nelda Flores- Rios	<i>Nelda Flores- Rios</i> This person can not have use of the fuel card	
<b>Phone Number:</b>	<b>956-289-7850</b>	<b>County Email:</b> nelda.rios@co.hidalgo.tx.us	
<b>Web user Name:</b>	N/A	<b>Password:</b> N/A	
<b>Hidalgo Co Acct Number:</b>	8-1100-419-40-220-001-0-626		
<b>Requested By:</b>	Daniel Flores, Building Maintenance Manager <i>[Signature]</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:	<u>Agenda Item No. #</u>
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
N/A				

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
Mendez, Gregorio	11/17/1985	224057	<i>[Signature]</i>	
Silva, David (Jr.)	01/17/1991	224081		
*End of List				

**Form F.1.1 Revised: Attach separate list if additional users are required**