

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 Constable pt. 1
Billing Address:	1900 JOE STEPHENS WESTLACO, TX 78596
Fuel Card Manager:	SAMUEL TREVIÑO
	<small>This person can not have use of the fuel card</small>
Phone Number:	(956) 447 3775 Ext 1316
Web user Name:	8 Password: _____
Hidalgo Co Acct Number:	7-1100-421-00-291-001-0-626
Requested By:	Jose F. Espinosa
Original Signature is required	<small>Sign & Print Elected/Official Supervisor/Director</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.

<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: _____	<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>

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>	<small>Purchasing Dept. Use Only</small> Card Number

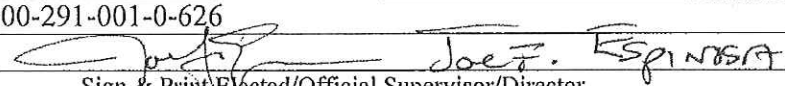
List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID <small>(6 digits)</small>	<small>DBM Use Only</small> License Verification	<small>Purchasing Dept. Use Only</small> Training Date & Signed Fuel Policy
Pablo Alegria	1-7-1976	226890		

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Department:	Hidalgo County Constable Pct. 1		
Billing Address:	1900 Joe Stephens Weslaco, Texas 78599		
Fuel Card Manager:	Samuel Trevino		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-447-3775 Ext 1316		
Web user Name:		Password:	
Hidalgo Co Acct Number:	8-1100-421-00-291-001-0-626		
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.			

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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
1373659	2018 Ford Explorer	1FM5K8AR6JGA71753	74446	

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