

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 Tax Office		
Billing Address:	2804 S Bus Hwy 281 Edinburg, TX 78539		
Fuel Card Manager:	Alejandro Bazan		
Phone Number:	(956) 289-7472	County Email: alex.bazan@hidalgocountytax.org	
Web user Name:		Password:	
Hidalgo Co Acct Number:	X-1100-415-15-140-001-0-626		
Requested By:	Eva Mineles		
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: _____	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


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
Mathew Alexander Leanos	12/29/1996	227447		

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Department:	Hidalgo County Tax Office		
Billing Address:	2804 S Bus Hwy 281 Edinburg, TX 78539		
Fuel Card Manager:	Alejandro Bazan		
	This person can not have use of the fuel card		
Phone Number:	(956) 289-7472	County Email: alex.bazan@hidalgocountytax.org	
Web user Name:		Password:	
Hidalgo Co Acct Number:	X-1100-415-15-140-001-0-626		
Requested By:	 Eva Mineles		
Original Signature is required		Sign & Print Elected/Official Supervisor/Director	
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Mathew Alexander Leanos	12/29/1996	22 7447		

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Department:	District Attorney		
Billing Address:	100 East Cano Street Edinburg, TX 78539		
Fuel Card Manager:	Rosalinda Cantu		
	This person can not have use of the fuel card		
Phone Number:	(956)292-7604 EXT. 8085		
Web user Name:		Password:	
Hidalgo Co Acct Number:	8-1100-412-00-080-002-0-626		
Requested By:	 Sign & Print Elected/Official Supervisor/Director		
Original Signature is required			
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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
Benancio Flores	2-11-92	227552	