

# 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>	Executive Office / Nuisance Abatement Program		
<b>Billing Address:</b>	100 N. Closner 3 <sup>rd</sup> Floor, Edinburg Tx 78539		
<b>Fuel Card Manager:</b>	Janie Alejos, Ex. Asst. II		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	(956) 292-7007		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	8-1100-432-70-125-039-0-626		
<b>Requested By:</b>	J. Chris Trevino, Co. Operations Administrator -		
<b>Original Signature is required</b>	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:	<b>Agenda Item No. #</b>
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)	<i>Purchasing Dept. Use Only</i> Card Number
138-6301	2018-1/2 ton Chevy Wh.Silverado crew cab 4 x 2 (ce-03)	3GCPCNEH3JG398206	EL-22QL24	
138-7095	2018-1/2 ton Chevy Wh.Silverado crew cab 4 x 2 (ce-05)	3GCPCNEHXJG400937	EL-22QL4W	

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)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy

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1320281	F-150 XL-Triton V-8 PU	2FTRF17W64CA32309	47689	
1182726	F-150 XL-Triton V-8 PU	1FTRX12W27FB07021	46275	
1274818	F-150 XI V-6	2FTRF17204CA60670	47868	
1159813	F-150 XL-Triton V-8 PU	1FTRF12W55NA55678	43134	
BJ83281	F-150 4x4 V-8 PU	1FTRW14W16FB17957	45536	

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