

FUEL CREDIT CARD REQUEST FORM

will be used by Hidalgo County Purchasing Department to request a fuel card for County business. 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:	Facilities Management Dept.		
Billing Address:	P.O. Box 1356 Edinburg, Tx. 78540		
Fuel Card Manager:	Nelda Flores-Rios <i>NFR</i>		
	This person can not have use of the fuel card		
Phone Number:	(956) 289 -7850	County Email:	
Web user Name:	Facilities13	Password:	
Hidalgo Co Acct Number:	8-1100-419-40-220-001-0-626		
Requested By:	Robert Castaneda, Div.Mgr. through Daniel Flores, Director On: 08/15/2018		
Original Signature is required	X: <i>Robert Castaneda</i> 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 <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
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 <small>(6 digits)</small>	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
Acevedo, Francisco Javier	04/27/1971	224758	<i>[Signature]</i>	

Form F.I.1 Revised:

Attach separate list if additional users are required

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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 Facilities Management		
Billing Address:	P.O. Box 1356, Edinburg Texas 78539		
Fuel Card Manager:	_____		
	This person can not have use of the fuel card		
Phone Number:	956-289-7850		
Web user Name:	_____	Password:	_____
Hidalgo Co Acct Number:	8-1100-419-40-220-001-0-626		
Requested By:	Daniel Flores		
Original Signature is required	Sign & Print Elected/Official Supervisor/Director		

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User Name	DOB	User ID <small>(6 digits)</small>	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
<i>Rolando Seal</i>	<i>7-14-72</i>	<i>220 981</i>		