

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:	CONSTABLE PCT 2		
Billing Address:	300 HALL ACRES SUITE E, PHARR, TX 78577		
Fuel Card Manager:	NORMA V. CASTRELLON		
	This person can not have use of the fuel card		
Phone Number:	(956)784-3510		
Web user Name:		Password:	
Hidalgo Co Acct Number:	8-1100-421-00-292-001-0-626		
Requested By:	Chief Armando Campos		
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 <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

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
Alonzo Reyes	09-23-1986	#229440	✓	

Form F.1.1 Revised:

Attach separate list if additional users are required

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Add Vehicle Card
 Add Driver Pin
 Delete/Cancel Card
 Delete/Cancel Driver

Department:	fire Marshal
Billing Address:	1903 N. Knights Dr., Pharr, TX. 78577
Fuel Card Manager:	Swema Cavazos
Phone Number:	956-318-2656
Web user Name:	
Hidalgo Co Acct Number:	8-1100-422-10-300-001-0-626
Requested By:	<i>[Signature]</i>
Original Signature is required	<i>[Signature]</i> Sign & Print-Elected/Official Supervisor/Director

This person can not have use of the fuel card

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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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

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
Oscar Lopez	2/10/78	229407	<input checked="" type="checkbox"/>	

Form F.1.1 Revised:

Attach separate list if additional users are required

FUEL CREDIT CARD REQUEST FORM DEPARTMENT

By ASA 9/6/18
 Time provided by the department

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- Add Vehicle Card
 Add Driver Pin
 Delete/ Cancel Card
 Delete/Cancel Driver

Department:	HIDALGO COUNTY HEADSTART		
Billing Address:	2812 S BUS HWY 281 EDINBURG , TX 78539		
Fuel Card Manager:	Oliver Solis		
	This person can not have use of the fuel card		
Phone Number:	956-383-0706		
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320259		
Requested By:	<u>Oliver Solis</u> Oliver Solis <u>Transp Coordinator</u>		
Original Signature is required	Sign & Print Elected/Official Supervisor/Director		
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Reviewed by Fuel Card Administrator:	_____		
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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

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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
Armando Medina	9/10/1960	005104		
Jose Santos	1/30/1986	005160		