

FUEL CREDIT CARD REQUEST FORM

PURCHASING DEPT
RCVD OCT 11 2018

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 US 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:	8-1100-415-15-140-001-0-626		
Requested By:	Paul Villarreal		
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)	<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 (6 digits)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
FRANCISCO ESCALON III	4/30/1978	130052		

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Department:	CONSTABLE PCT 2		
Billing Address:	300 HALL ACRES SUITE E, PHARR, TX 78677		
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:	0-1100-421-00-292-001-0-626		
Requested By:	Armando Campos, Chief Deputy		
Original Signature is required	Sign & Print Elected/Official Supervisor/Director		
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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
Ramiro Martinez	08/03/1972	034517	<input checked="" type="checkbox"/>	

Form F.1.1 Revised:

Attach separate list if additional users are required