

FUEL CREDIT CARD REQUEST FORM

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

Department:	ADULT PROBATION
Billing Address:	3100 SOUTH BUS, 281 EDINBURG TEXAS 78541
Fuel Card Manager:	JANIE MEDRANO
	This person can not have use of the fuel card
Phone Number:	956-587-6141
Web user Name:	Password:
Hidalgo Co Acct Number:	8-1297-423-00-320-002-9-626; 8-1297-423-00-320-020-9-626; 8-1100-423-00-320-034-0-626
Requested By:	Arnold Patrick- Director
	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.	

For Purchasing Department Use Only

Approved by Commissioners Court On:	_____
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)	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
Casas, Ana Sylvania	11/15/1979	124796		

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Guerrero, Julien	12/09/1996	222810		

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Garcia, Armando	01/10/1982	211524		

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Garcia, Melissa	01/13/1987	215627		

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Castilleja, Joe Daniel	10/30/1992	229032		

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Swain Mireles, Jolie	09/01/1985	166812		

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Lezama Posadas, Veronica	07/26/1993	229059		

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Lopez, Elizabeth	01/21/1981	208620		

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Aboytes, Mariel Isamar	05/20/1991	206164		