

# 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>	Hidalgo County WIC		
<b>Billing Address:</b>	3105 West University		
<b>Fuel Card Manager:</b>	Margarita Gonzalez		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	(956)38-4646	<b>County Email:</b>	mague.gonzalez@wic.co.hidalgo.tx.us
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	9.1292.441.00.350.001.9.xxx		
<b>Requested By:</b>	Clarissa Ramirez - Director <small>Sign &amp; Print Elected/Official Supervisor/Director</small>		
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:	_____
<small>Sign &amp; Print Authorized Elected Official/Supervisor/Director</small>	

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>	Purchasing Dept. Use Only Card Number
LFK-5954	2019 Ford Escape	1FMCUOF74KUA2673	

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>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy