

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:	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:	9-1297-423-00-320-002-9-626; 9-1297-423-00-320-020-9-626; 9-1100-423-00-320-034-0-626		
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.

<i>For Purchasing Department Use Only</i>	
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
Salinas, Cynthia Monique	08/25/1992	232955		

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Lopez Luria, Cindy Arlette	03/22/1983	232688		

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Olivarez, Renee Lopez	09/27/1967	028355		

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Moreno, Esmeralda	03/05/1984	232494		

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Lopez, Jr., Jose Javier	1994 01/18/2019	232670		

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Baez, Samantha Lynne	08/02/1989	232661		

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Barrera, Priscilla Yvette	06/23/1982	132584		