

# FUEL CREDIT CARD REQUEST FORM

PURCHASING #02/19  
RCVD 09 APR 2019

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:	FACILITIES MANAGEMENT		
Billing Address:	PO BOX 1350 EDINBURG, TX		
Fuel Card Manager:	DANIEL FLORES		
	This person can not have use of the fuel card		
Phone Number:	956 289-7850	County Email:	
Web user Name:	Password:		
Hidalgo Co Acct Number:	9-1100-4119-40-220-001-0-626 N		
Requested By:	NANCY POWELL DANIEL FLORES <i>[Signature]</i> 4/4/19		
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)	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
BRANDIO GAYTAN RAMIREZ	10-29-1950	165778	<input checked="" type="checkbox"/>	

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<b>Department:</b>	Facilities Management		
<b>Billing Address:</b>	P.O. Box 1350      EDINBURG, TX		
<b>Fuel Card Manager:</b>	DANIEL FLORES		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	950-289-17850	<b>County Email:</b>	
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	9-1100-419-40220-001-0-626-NC		
<b>Requested By:</b>	Nancy Ponce <i>[Signature]</i> Daniel Flores 4/4/19		
<b>Original Signature is required</b>	Sign & Print Elected/Official Supervisor/Director		

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User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
ALFREDO GUTIERREZ	04-21-1971	220647	<i>[Signature]</i>	