

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

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|---|---|------------------|--|
| Department: | Constable Precinct 4 | | |
| Billing Address: | 2814 S. Business Highway 281; Edinburg, Texas 78539 | | |
| Fuel Card Manager: | Nayla Muñoz | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | (956) 383-8560 | | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | | | |
| Requested By: | Horaldo Sanchez, Chief Deputy | | |
| 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. | | | |

For Purchasing Department Use Only

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| 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 <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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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> | <i>DBM Use Only</i> License Verification | <i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy |
|--------------|------------|--------------------------------------|--|---|
| Lee M. Cantu | 07/20/1976 | 164674 | | |
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