

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.

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|---|--|
| <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 |
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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 (6 digits) | DBM Use Only License Verification | Purchasing Dept. Use Only Training Date & Signed Fuel Policy |
|----------------|------------|-----------------------|---|---|
| Cortez, Lionel | 04/03/1990 | 233794 | | |
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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 |
|-------------------|------------|-----------------------|---|---|
| Garcia, Stephanie | 01/28/1974 | 234001 | | |
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|-------------------|------------|--------------------------------------|---|---|
| Rubio, Richard D. | 05/28/1990 | 198293 | | |
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