


# 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.

PURCHASING PROJ 24  
RCVD 06 AUG 2019

Add Vehicle Card     
  Add Driver Pin     
  Delete/ Cancel Card     
  Delete/Cancel Driver

<b>Department:</b>	Facilities Management		
<b>Billing Address:</b>	P.O.Box 1356, Edinburg, Texas 78539		
<b>Fuel Card Manager:</b>	Nelda Flores-Rios, Administrative Asst. II <i>Nelda Flores-Rios</i> {This person can not have use of the fuel card}		
<b>Phone Number:</b>	956-289-7850/7854	<b>County Email:</b>	nelda.rios@co.hidalgo.tx.us
<b>Web user Name:</b>	N/A	<b>Password:</b>	N/A
<b>Hidalgo Co Acct Number:</b>	9-1100-419-40-220-001-0-626		
<b>Requested By:</b>	Daniel Flores, Building Maintenance Manager		
<b>Original Signature is required:</b>	 {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)	<i>Purchasing Dept. Use Only</i> Card Number
<b>*Add Vehicle List Below:</b>				
BJ8-3281	2006 Ford Crew Cab 4X4 P/U	1FTRW14W16FB17957	45536	
118-2726	2007 Ford F-150 P/U	1FTRX12W27FB07021	46275	

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	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
<b>*Delete Driver List Below:</b>				
Mario Montes	09/28/1952	085413		
David Perales	06/20/1967	176087		
Javier Hernandez (Duplicate Only)	08/01/1960	203502		
Jose L. Morales	10/22/1974	211001		

**Form F.1.1 Revised: Attach separate list if additional users are required**