

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: | Facilities Management | | |
| Billing Address: | P.O.Box 1356, Edinburg, Texas 78539 | | |
| Fuel Card Manager: | Nelda Flores-Rios, Administrative Asst. II (FD) 8/14/19 | | |
| | {This person can not have use of the fuel card} | | |
| Phone Number: | 956-289-7850/7854 | County Email: | nelda.rios@co.hidalgo.tx.us |
| Web user Name: | N/A | Password: | N/A |
| Hidalgo Co Acct Number: | 9-1100-419-40-220-001-0-626 | | |
| Requested By: | Daniel Flores, Building Maintenance Manager | | |
| Original Signature is required: | Daniel Flores 8/14/19 {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: | 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 |
|---|--|-----------------------------------|-------------------------------------|---|
| *Add Vehicle List Below: | | | | |
| N/A | | | | |

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 |
|------------------------------------|------------|-----------------------|---|---|
| *Add Driver List Below: 08/14/2019 | | | | |
| Jose A. Barreiro | 03/28/1962 | 230464 | H | |
| Orfelio De Ochoa | 07/15/1963 | 228273 | H | |
| Eluid Fuentes | 06/19/1959 | 189545 | H | |
| Carlos A. Galaviz | 01/16/1975 | 228281 | H | |
| Braulio Gaytan | 10/29/1956 | 165778 | H | |
| Paul M. Gomez | 01/16/1991 | 230510 | H | |
| Alfonso Salmeron | 02/14/1959 | 232165 | H | |
| Bonifacio Salinas | 09/26/1970 | 208582 | H | |
| Rene Salinas | 06/17/1964 | 233749 | H | |