

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 N/A		
	(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 (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
*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	<i>Purchasing Dept Use Only</i> Training Date & Signed Fuel Policy
*Add Driver Below:				
Noy Hendricks	01/08/1974	234974		

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