

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: | Elections Department | | |
| Billing Address: | 101 S. 10 th Ave. Edinburg, Texas 78539 | | |
| Fuel Card Manager: | Belinda Sagredo, Division Manager I | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | 956-318-2570 | | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 9-1100-414-00-130-001-0-626 | | |
| Requested By: | <i>Hilda Salinas, Assistant Director</i> | | |
| | Sign & Print Elected/Official Supervisor/Director | | |

Original Signature is required
 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 |
|---|--|-----------------------------------|-------------------------------------|---|
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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 |
|-----------------------|-----------------------|-----------------------|---|---|
| Nancy Garr | 08/19/1992 | 234591 | ✓ | |
| Deyanira Anaya | 03/15/1985 | 234443 | ✓ | |
| Diana Zapata | 09/24/1992 | 229229 | ✓ | |
| Harim Arevalo | 07/22/1983 | 224227 | ✓ | |