

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: Constables Pct. 5
 Billing Address: P.O. BOX 1279 ELSA, TX 78543
 Fuel Card Manager: Cynthia Perez

This person can not have use of the fuel card

Phone Number: (956) 262-4200
 Web user Name: _____ Password: _____

Hidalgo Co Acct Number: 9-1100-421-00-295-001-0-626

Requested By: Daniel Manichalar Daniel Manichalar
 Original Signature is required 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:	<u>Agenda Item No. #</u>
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 <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Asset Number <small>(N/A = Non-vehicle)</small>	Purchasing Dept Use Only Card Number
<u>140 8167</u>	<u>2019 Chevy Tahoe</u>	<u>1GNLCDECKR33U762</u>	<u>77664</u>	
<u>140 8166</u>	<u>2019 Chevy Tahoe</u>	<u>1GNLCDECKR27978</u>	<u>77665</u>	

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 <small>(6 digits)</small>	DBM Use Only License Verification	Purchasing Dept Use Only Training Date & Signed Fuel Policy
<u>Jesse James Velza</u>	<u>1/28/1984</u>			
<u>Jorge Arce</u>	<u>04/01/1962</u>			