


# 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      Add Driver Pin       Delete/ Cancel Card       Delete/Cancel Driver Card

<b>Department:</b>	Hidalgo County Health & Human Services		
<b>Billing Address:</b>	1304 S. 25 <sup>th</sup> Ave		
<b>Fuel Card Manager:</b>	Eduardo Olivarez		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	(956)383-6221		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	9-1100-441-00-340-001-0-626		
<b>Requested By:</b>	Eduardo Olivarez		
<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:	<b>Agenda Item No. #</b>
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
142-0238	2020 Chevy Equinox	3GNAXFEV5LS553691	Lease HDL-09	
142-0236	2020 Chevy Equinox	3GNAXFEV0LS553694	Lease HDL-10	
142-0243	2020 Chevy Equinox	3GNAXFEV1LS553767	Lease HDL-03	
142-0241	2020 Chevy Equinox	3GNAXFEV2LS553681	Lease HDL-07	
142-0239	2020 Chevy Equinox	3GNAXFEV6LS553683	Lease HDL-04	

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)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy