

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:	HIDALGO COUNTY SHERIFF'S OFFICE		
Billing Address:	P.O. BOX 1228, EDINBURG, TX 78542		
Fuel Card Manager:	MYRA MONTOYA		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-393-6024	County Email:	myra.montoya@hidalgo.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	9-1100-421-00-280-001-0-626		
Requested By:	#1739 Steve Herrera, Division Chief		
<small>Original Signature is required Sign & Print Elected/Official Supervisor/Director</small>			
<small>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.</small>			

<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 <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>	<i>Purchasing Dept. Use Only</i> Card Number

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>	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
✓ JOSE LOPEZ	3/17/66	4040	✓	
✓ DANIEL CASTELLANO	4/13/69	4157	✓	
✓ ANTONIO CASTELLANO	4/18/73	2064	✓	
✓ RODRIGO RODRIGUEZ	8/20/61	2079	✓	
✓ GUADALUPE CARDOZA	1/7/80	4398	✓	
✓ SARAI NAVARRO	3/1/81	3898	✓	
✓ JOSE CONTRERAS	8/3/71	3833	✓	
✓ BERNARDO ESPINOZA	5/28/87	4551	✓	

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JESSE L. TRANTHAM	5/30/80	4199		