

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 X
 Delete/ Cancel Card
 Delete/Cancel Driver

Department:	Hidalgo County Constable Precinct 3		
Billing Address:	730 N. Breyfogle Rd. Suite B Mission, Texas 78574		
Fuel Card Manager:	Raquel Ramos		
	This person can not have use of the fuel card		
Phone Number:	956-581-6800		
Web user Name:			Password: _____
Hidalgo Co Acct Number:	9-1100-421-00-293-001-0-626		
Requested By:	Constable Lazaro Gallardo, Jr. <i>Lazaro Gallardo Jr.</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.			

<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

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
Rafael Ochoa, Jr.	05-12-1974	115509 <i>RL</i>	<i>RL</i>	
Roque Vela	04-17-1975	091308 <i>RV</i>	<i>RV</i>	