

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:	FACILITIES MANAGEMENT		
Billing Address:	3100 S. BUS. 281 EDINBURG, TX. 78539		
Fuel Card Manager:	DANIEL FLORES		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	(956)289-7852	County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:			
Requested By:	DANIEL FLORES 11/2/10/19 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:	_____
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)	Purchasing Dept. Use Only Card Number
EL 142-0246	2019 FORD F-150 PK	1FTEW1CB8KKE66810	
EL 142-0289	2019 FORD F-150 PK	1FTEW1CB6KKE66806	
EL 142-0287	2019 FORD F-150 PK	1FTEW1CB1KKE66812	
EL 142-0244	2019 FORD TRA VN	NM0256E2XK1425238	

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