

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:	P.O. Box 1356 Edinburg, Tx. 78539		
Fuel Card Manager:	Daniel Flores		
	This person can not have use of the fuel card		
Phone Number:	(956)289-7855	County Email:	
Web user Name:	Password:		
Hidalgo Co Acct Number:			
Requested By:	Daniel Flores	1/8/2020	
	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

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
Jose A. Barreiro	03/28/1962	230464	✓	
Eliud Fuentes	06/19/1959	189545	✓	
Carlos A. Galaviz	01/16/1975	228281	✓	
Jorge Garza	04/18/1968	235601	✓	
Braulio Gaytan	10/29/1956	165778	✓	

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:	P.O. Box 1356 Edinburg, Tx. 78539		
Fuel Card Manager:	Daniel Flores		
Phone Number:	(956)289-7855	County Email:	
Web user Name:	Password:		
Hidalgo Co Acct Number:			
Requested By:	Daniel Flores	1/8/2020	
<small>Sign & Print Elected/Official Supervisor/Director</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.			

<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:	_____
<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>	

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>	Purchasing Dept. Use Only 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>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Orfello De Ochoa	07/15/1963	228273	H	
Paul M. Gomez	01/16/1991	230510	H	
Bonifacio Salinas	09/26/1970	208582	H	
Alfonso Salmeron	02/14/1959	232165	H	