

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

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| Department: | Hidalgo County Judge's Office |
| Billing Address: | 100 East Cano, 2 nd Floor |
| Fuel Card Manager: | Sandra De Leon |
| | This person can not have use of the fuel card |
| Phone Number: | 956-318-2600 ext. 5029 County Email: Sandra.deleon@co.hidalgo.tx.us |
| Web user Name: | Password: _____ |
| Hidalgo Co Acct Number: | 0-1100-413-00-110-006-0-626 |
| Requested By: | Isaac Sulemana |
| Original Signature is required | 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. | |

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| <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 |
|-----------------------------------------|------------------------------------------------|-----------------------------------|-------------------------------------|------------------------------------------------------------|
| EL548967B | CHEVY SUBURBAN | 1GNSKHKC2LR204220 | LE0102 | |
| EL548969B | CHEVY MALIBU | 1G1ZC5ST9LF044396 | LE0101 | |
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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 |
|-----------------|------------|-----------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------|
| MARTIN CARRASCO | 12/11/1958 | | | |
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