

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:	Texas A&M AgriLife Extension Service – Hidalgo County		
Billing Address:	410 N. 13 th Avenue, Edinburg, TX 78541		
Fuel Card Manager:	Nora Linda Cruz, Administrative Assistant III		
	This person can not have use of the fuel card		
Phone Number:	(956) 383-1026		
Web user Name:		Password:	
Hidalgo Co Acct Number:	X-1100-461-00-380-001-0-XXX		
Requested By:	Andrea Valdez, County Administrator <i>Andrea Valdez</i>		
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.			

<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
142-0300	2020 Chevy Silverado Pickup	1GC4YLE79LF168044	LEO117	

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
Elzie Elizabeth Martinez	<i>12/22/96</i>	234648	<i>[Signature]</i>	
Karen Cantu	07/05/1997	234583	<i>[Signature]</i>	
Hermelinda M. Ramirez	04/19/1980	215821	<i>[Signature]</i>	