

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: Hidalgo County WIC Program
Billing Address: 3105 W. University, Edinburg, Texas 78539
Fuel Card Manager: Margarita Gonzalez
This person can not have use of the fuel card
Phone Number: (956)381-4646
Web user Name: _____ **Password:** _____
Hidalgo Co Acct Number: 0.1292.441.00.350.001.0.626
Requested By: *Clarissa* Clarissa Ramirez, WIC Director
 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.

For Purchasing Department Use Only

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)	Purchasing Dept. Use Only Card Number
TX1423313	2019- BU	1FDEE3F69KDC47738	78270	

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