

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:	Judge Mario E. Ramirez Jr, Juvenile Justice Center		
Billing Address:	1001 N. Doolittle Rd Edinburg Texas 78542		
Fuel Card Manager:	Cynthia Paslak		
	This person can not have use of the fuel card		
Phone Number:	(956) 587-6200		
Web user Name:		Password:	
Hidalgo Co Acct Number:	0-1100-423-79-330-001-0-6216		
Requested By:	Maryann Danner, Chief JPO		
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. # 75564
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
115-9725	2013 FORD Van	1FB5535L6DDA77602	59970	
208-886	2006 Ford Van	1FB5531L96HA92303	44748	
727-268	1997 Ford Van	1FBHE31L8VHC01270	31172	
1320335	2003 FORD F150	2FTRF17273CB15887	41257	

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
Javier Gallegos	1/23/1961	228290		
Steve Trevino	1/24/1960	180904		