

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 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.			

<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

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	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
LAURA MATAMOROS	12/18/1981	238040		
CARLOS SANCHEZ <i>Public Affairs</i>	07/01/1960	237477		
NESTOR LOPEZ	11/16/1992	215210		