

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 | | |
| 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: | | | |
| Requested By: | Maryann Penner, 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. # 76861 |
| 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 |
|---|--|-----------------------------------|-------------------------------------|---|
| 998072B | 2020 F150 4x2 Lease Vehicle | 1FTEW1CB4LRE65898 | LE0220 | 100511 |
| | | | | |
| | | | | |
| | | | | |

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 |
|-----------|-----|-----------------------|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |