

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 Head Start Program		
Billing Address:	1901 W. State Hwy 107, McAllen Texas 78504		
Fuel Card Manager:	Ana Quiroz		
Phone Number:	956-318-2626	County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320259		
Requested By:	[Signature] - Nick Cashill This person can not have use of the fuel card		
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 <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Asset Number <small>(N/A = Non-vehicle)</small>	Purchasing Dept. Use Only Card Number
1420377	Bus	4DRBUC8M1MB120353	00003476	
1420382	Bus	4DRBUC8M0MB120358	00003475	
1420380	Bus	4DRBUC8M7MB120356	00003474	
1420379	Bus	4DRBUC8M5MB120355	00003473	
1420383	Bus	4DRBUC8M2MB120359	00003472	
1420381	Bus	4DRBUC8M9MB120357	00003471	
1420376	Bus	4DRBUC8MXMB120352	00003469	
1420378	Bus	4DRBUC8M3MB120354	00003470	

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 <small>(6 digits)</small>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy