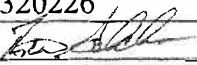


# FUEL CREDIT CARD REQUEST FORM

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

<b>Department:</b>	Hidalgo County Emergency Management		
<b>Billing Address:</b>	2812 S. Bus Hwy 281, Edinburg, TX 78539		
<b>Fuel Card Manager:</b>	Sonia Molina		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	(956) 318-2615		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	869320226		
<b>Requested By:</b>			Ricardo Saldana, EMC
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 <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>	<i>Purchasing Dept. Use Only</i> <b>Card Number</b>
1159819	2013 Ford Expedition	1FMJU1G54DEF58891	59033	

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>	<i>DBM Use Only</i> <b>License Verification</b>	<i>Purchasing Dept. Use Only</i> <b>Training Date &amp; Signed Fuel Policy</b>