

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 PinX
Delete/ Cancel Card
Delete/Cancel Driver

Department:	District Attorney		
Billing Address:	100 East Cano Street Edinburg, TX 78539		
Fuel Card Manager:	Rosalinda Cantu		
Phone Number:	(956)292-7604 EXT. 8085		
Web user Name:	_____	Password:	_____
Hidalgo Co Acct Number:	2-1100-412-00-080-002-0-626		
Requested By:	ROSALINDA CANTU Sign & Print Elected/Official Supervisor/Director		
Original Signature is required	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:	ROSALINDA CANTU 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> 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 <small>(6-digits)</small>	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
ROSA I MARTINEZ	6/8/1977	209252		