

# 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.

**X- Add Vehicle Card      Add Driver Pin      Delete/ Cancel Card      Delete/Cancel Driver**

<b>Department:</b>	Hidalgo County Head Start Program		
<b>Billing Address:</b>	PO Box 0117 Edinburg, Texas 78540		
<b>Fuel Card Manager:</b>	Ana Quiroz		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	(956) 383-0706		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	869320259		
<b>Requested By:</b>	<i>Oli Sel - (Oliver Sales) Transportation Coordinator</i>		
<b>Original Signature is required</b>	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)	Purchasing Dept. Use Only Card Number
1552109	CHEVROLET EXPRESS VAN	1GCWGBFP9M1299445	3533	
1552107	CHEVROLET EXPRESS VAN	1GCWGBFP6M1299435	3534	
1552108	CHEVROLET EXPRESS VAN	1GCWGBFP8M1299436	3532	
1552110	CHEVROLET EXPRESS VAN	1GCWGBFP7M1299461	3536	

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