

# 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**                      **X Add Driver Pin**                      **Delete/ Cancel Card**                      **Delete/Cancel Driver**

<b>Department:</b>	Hidalgo County Health & Human Services		
<b>Billing Address:</b>	1304 S. 25 <sup>th</sup> Ave		
<b>Fuel Card Manager:</b>	Eduardo Olivarez		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	(956)383-6221		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	3-1100-441-00-340-001-0-626		
<b>Requested By:</b>	Eduardo Olivarez		

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 (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

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
Catalina Pena	8/18/2000	263990		
Yesenia Pina	8/13/1979	264008		
Jeremy Munoz	2/12/1981	240141		