

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**

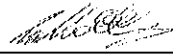
Department: Hidalgo County Health & Human Services
Billing Address: 1304 S. 25th Ave
Fuel Card Manager: Eduardo Olivarez

This person can not have use of the fuel card

Phone Number: (956)383-6221

Web user Name: _____ **Password:** _____

Hidalgo Co Acct Number: 3-1100-441-00-340-001-0-626

Requested By: 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.

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 (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
Margie Vasquez	12/18/1974	264733		
Elena Hernandez	4/5/2002	264725		
Amanda Iracheta 	9/8/1999	226998		
Jessica Larissa Peralez	4/28/1992	261718		
Cinthia Bernal Jimenez	12/28/1989	265225		
Victoria Amethyst Echavez Aviso	2/27/1991	265063		
Ernan Uribe	2/21/1979	265217		
Emily Salinas	8/11/1998	265241		