

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** **X Delete/Cancel Driver**

Department:	Hidalgo County Health & Human Services		
Billing Address:	1304 S. 25 th 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.

<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
Moya, Juan	5/17/1980	239453		
Ida Salinas	12/20/1956	086851		
Crystal Cabrera	8/18/1988	200174		
Javier Acosta	7/24/1990	216267		
Sara Alaniz	6/23/1992	221481		
Refa A. Cordoba	3/16/1997	235369		
Gonzalez, Zaida Monique	6/19/1998	252050		

Rocha, Savannah	10/09/1992	251917		
Lozano, Kristina	12/3/1989	162965		
Paiz, Sandra	7/9/1988	251747		
Reyna, Ruth	10/8/1967	236438		
Lemus, Otoniel	7/27/1993	230421		
Hernandez, Michelle	1/18/2000	249793		
Gonzalez, Bianca	2/29/1996	262340		
Lopez, Isamar	1/12/1993	239816		
Tafolla, Leslie	11/10/1988	248630		
Garcia, John Ignacio	4/25/1974	193674		
Jody Garza	10/26/1992	239607		
Alan Ruiz	8/14/1982	248355		
Gloria Calderon	11/4/1987	249726		
Belinda Bernal	9/30/1999	255653		
Angelica Alegria	1/8/1989	256463		
Lisa Guerra	10/11/1978	257060		
Jeremiah Ponce	5/2/1997	263540		
Rolando Rocha	12/21/1997	249823		
Jessica Peralez	4/28/1992	226998- BELONGS TO AMANDA IRACHETA. *WRONG ID# WAS ENTERED FOR THIS EMPLOYEE.		