

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
 Delete/Cancel Driver

Department:	Hidalgo County Emergency Management		
Billing Address:	2812 S. Bus Hwy 281, Edinburg, TX 78539		
Fuel Card Manager:	Sonia Gonzalez		
	This person can not have use of the fuel card		
Phone Number:	(956) 318-2615		
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320226		
Requested By:	Ricardo Saldaña, Emergency Management Coordinator 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.			

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	Agenda Item No. # 92711
Reviewed by Fuel Card Administrator:	
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	L 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
1567752	AMBULANCE	1GB3WSE79NF328488	86232	086232
1564174	AMBULANCE	1GB3WSE7XNF328659	86233	086233
1567753	AMBULANCE	1GB3YTE73NF329989	86231	086231

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

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BMW3829	2013 Chevy Tahoe	1GNLC2E09DR232744	56870	

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Approved by Commissioners Court On:	Agenda Item No. # 92711
Reviewed by Fuel Card Administrator:	Laura P Gonzalez
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Fuel Cards Received by Department:	Sign & Print Authorized Elected Official/Supervisor/Director

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Bobby Velasquez	[REDACTED]			