

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:	FACILITIES MANAGEMENT		
Billing Address:	P.O.Box 1356, Edinburg, Texas 78539		
Fuel Card Request Submitted By:	Nelda Flores-Rios, Ext. 4354 <i>Nelda Flores-Rios</i> 9/13/23		
	{This person can not have use of the fuel card}		
Phone Number:	(956) 289-7850	County Email:	
Web user Name:	N/A	Password:	N/A
Hidalgo Co Acct Number:			
Request Approved By:	Russell Solis, Supervisor		
Original Signature is required:	* <i>Russell Solis</i> {Sign & Print Elected/Official, Director or Supervisor}		
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. # <i>92711</i>
Reviewed by Fuel Card Administrator:	<i>Laura P. Gonzalez</i>
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 <i>ID</i>
<i>✓</i> 3933B69 (Temporary Plates)	2023 GMC Sierra 1500 Double Cab 4x2 (V8)	1GTRHAED8PZ301557	N/A	<i>301557</i>
<i>✓</i> 3933B92 (Temporary Plates)	2023 GMC Sierra 1500 Double Cab 4x2 (V8)	1GTRHAED5PZ309566	N/A	<i>309566</i>
N/A				

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
N/A				
N/A				
N/A				
N/A				