

# 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

|   |   |                                |  |
|---|---|--------------------------------|--|
| <b>Department:</b>  | Executive Office / Nuisance Abatement             |                                |  |
| <b>Billing Address:</b>   | 1124 N. M Road, Edinburg Tx 78539                 |                                |  |
| <b>Fuel Card Manager:</b>   | Janie Alejos, Ex. Asst. II                        |                                |  |
|   | This person can not have use of the fuel card     |                                |  |
| <b>Phone Number:</b>  | (956) 292-7007                                    | chris.trevino@co.hidalgo.tx.us |  |
| <b>Web user Name:</b>   |   | <b>Password:</b>               |  |
| <b>Hidalgo Co Acct Number:</b>  |   |                                |  |
| <b>Requested By:</b>  | J. Chris Trevino, Co. Operations Administrator    |                                |  |
| 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. |   |                                |  |

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|---|--|
| <i>For Purchasing Department Use Only</i> |  |
| Approved by Commissioners Court On:       | Agenda Item No. # <u>92711</u>                               |
| Reviewed by Fuel Card Administrator:      | Laura P Gonzalez   |
| Cards Received by Dept on:                | <u>9-6-2023</u> Date Returned/Cancelled: <u>N/A</u>          |
| Fuel Cards Received by Department:        | Sign & Print Authorized Elected Official/Supervisor/Director |

| Vehicle Plate No<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.)   | VIN Number<br>(N/A = Non-vehicle)               | Asset Number<br>(N/A = Non-vehicle) | Purchasing Dept. Use Only<br>Card Number |
|---|--|---|-------------------------------------|--|
| 3418Y14 (T)                             | 2023 Chevy Silverado 1500 Crew Cab 4 x 2 (CE-01) | 3GCSPACEK3PG290263                              | LE3001                              | Vehicle ID 33001                         |
| 3418Y38 (T)                             | 2023 Chevy Silverado 1500 Crew Cab 4 x 2 (CE-03) | 3GCSPACEK3PG290330                              | LE3000                              | Vehicle ID 233000                        |
| 3368P27 (T)                             | 2023 Chevy Silverado 1500 Crew Cab 4 x 2 (CE-04) | <u>3GCSPACEI2PG290061</u><br>3GCSPACEK2PG290061 | LE2999                              | Vehicle ID 232999                        |

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<br>(6 digits) | DBM Use Only<br>License Verification | Purchasing Dept. Use Only<br>Training Date & Signed Fuel Policy |
|-----------|-----|-----------------------|--------------------------------------|---|
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|           |     |                       |                                      |   |
|           |     |                       |                                      |   |