

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 Sheriff's Office		
Billing Address:	P.O. Box 1228, Edinburg, Texas 78539		
Fuel Card Manager:	Marcus Canales		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-393-6024	County Email: marcus.canales@hidalgoso.org	
Web user Name:		Password:	
Hidalgo Co Acct Number:	3-1100-421-00-280-001-0-626		
Requested By:	<i>[Signature]</i>		BUDGET MANAGER II
<small>Original Signature is required</small>			
<small>Sign & Print Elected/Official Supervisor/Director</small>			
<small>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.</small>			

	<small>For Purchasing Department Use Only</small>
Approved by Commissioners Court On:	Agenda Item No. # <u>92711</u>
Reviewed by Fuel Card Administrator:	<u>Laura - upload to agenda only</u>
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>

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>	<small>Purchasing Dept. Use Only</small> 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 <small>(6 digits)</small>	<small>DBM Use Only</small> License Verification	<small>Purchasing Dept. Use Only</small> Training Date & Signed Fuel Policy
Daniel Casarez	[REDACTED]	[REDACTED]		

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Ernesto Villarreal	[REDACTED]			

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Cindy Casarez	[REDACTED]	[REDACTED]		

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Glen Mendoza		[REDACTED]		