

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

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| Department: | Elections | | |
| Billing Address: | 213 S. Closner Blvd. Edinburg TX. 78539-4558 | | |
| Fuel Card Manager: | Belinda Sagredo | | |
| | <small>This person can not have use of the fuel card</small> | | |
| Phone Number: | 956-318-2570 | County Email: | belinda.sagredo@co.hidalgo.tx.us |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 4-1100-414-00-130-001-0-626 | | |
| Requested By: | Hilda A. Salinas, Elections Administrator | | |
| <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> | | | |

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| <i>For Purchasing Department Use Only</i> | |
| Approved by Commissioners Court On: | Agenda Item No. # AI-96163 CC:08062024 |
| Reviewed by Fuel Card Administrator: | 4/09/24 |
| 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> | Purchasing Dept. Use Only Card Number |
|--------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------|---------------------------------------------|
| Temp. Plate: 5267Y83 | 2024 Ford Expedition | 1FMJK1H89REA30415 | 87109 | |
| Temp. Plate: 5267U61 | 2024 Ford F-250 | 1FT8W2BT7REC06436 | 87110 | |
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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> | DBM Use Only License Verification | Purchasing Dept. Use Only Training Date & Signed Fuel Policy |
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