

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 Purchasing Department		
Billing Address:	2812 S business Hwy 281, Edinburg, Tx 78539		
Fuel Card Manager:	Yvonne Cindy Peña		
	This person can not have use of the fuel card		
Phone Number:	(956)-318-2626	County Email:	
Web user Name:	Password:		
Hidalgo Co Acct Number:	4-1100-415-18-160-001-0-626		
Requested By:	Purchasing Director: Ignacio Amezcua		
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.			

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	Agenda Item No. # AI-96163 CC:08062024
Reviewed by Fuel Card Administrator:	5/22/24
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	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

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
Jose Homer Cedillo	10/25/1969	061131		



Selected account **HIDALGO COUNTY**
(869309740)

MAINTAIN DRIVERS

Search for a driver.

[Quick search](#) [Advanced search](#)

Select a driver by entering a driver ID or by any other driver attributes.

Status: All

Reports >

Billing >

Users >

Transactions >

Organization settings >

Support >

Displaying 1 to 1 of 1 drivers.

Driver ID	Status	First name	Last name	Tie details	Organization
061131	Active	JOSE	CEDILLO	Untied	PURCHASING



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Selected account ...
HIDALGO COUNTY
(869309740)

Cards >

Drivers >

Vehicles >

Reports >

Billing >

Users >

Transactions >

Organization settings >

Support >