

# 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>	Hidalgo County Sheriff's Office		
<b>Billing Address:</b>	P.O. Box 1228, Edinburg, Texas 78539		
<b>Fuel Card Manager:</b>	Marcus Canales		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-393-6024	<b>County Email:</b> marcus.canales@hidalgo.org	
<b>Web user Name:</b>	<b>Password:</b> _____		
<b>Hidalgo Co Acct Number:</b>	4-1100-421-00-280-001-0-626		
<b>Requested By:</b>	BUDGET MANAGER II		
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. # _____
Reviewed by Fuel Card Administrator:	4/03/24
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>	Purchasing Dept. Use Only  Card Number
Note: Driver is not assigned a vehicle. Any vehicle that is available is used by this driver				

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
Miguel Flores	7/14/1981	4231		

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<b>Billing Address:</b>	P.O. Box 1228, Edinburg, Texas 78539		
<b>Fuel Card Manager:</b>	Marcus Canales		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	956-393-6024	<b>County Email:</b>	marcus.canales@hidalgoso.org
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	4-1100-421-00-280-001-0-626		
<b>Requested By:</b>	Myra Montoya, Myra Montoya RUDGET MANAGER II		
<small>Original Signature is required</small>		<small>Sign &amp; Print Elected/Official Supervisor/Director</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.			

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Approved by Commissioners Court On:	Agenda Item No. # _____
Reviewed by Fuel Card Administrator:	<u>Ivonne C. Peña</u>
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> <b>Card Number</b>
Note: Driver is not assigned a vehicle. Any vehicle that is available is used by this driver.				

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> <b>License Verification</b>	<i>Purchasing Dept. Use Only</i> <b>Training Date &amp; Signed Fuel Policy</b>
Albercio Velasquez	10/14/1979	3929		