

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:	Texas A&M AgriLife Extension		
Billing Address:	410 N. 13 th Avenue, Edinburg, Texas 78541		
Fuel Card Manager:	Nielda Cavazos		
Phone Number:	_____		
Web user Name:	_____		
Hidalgo Co Acct Number:	4-1100-461-00-380-001-0		
Requested By:	Dr. Andrea Valdez, <i>Dr. Andrea Valdez</i>		
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.			

For Purchasing Department Use Only

Approved by Commissioners Court On: Agenda Item No. #

Reviewed by Fuel Card Administrator: Yvonne C. Peña 8/16/24

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

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
Brianna Gutierrez	03/19/2002	272566		



Driver Listing Report
Report Date: 09/17/2024

Driver Listing Report

Report Date: 09/17/2024

Total Records for Report: 1

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869309740	HIDALGO COUNTY- TEXAS A&M AGRILIFE	272566	ACTIVE	08/06/2024	GUTIERREZ	BRIANNA	