

# 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>	WIC (350)		
<b>Billing Address:</b>	3105 W. UNIVERSITY DR. EDINBURG 78539		
<b>Fuel Card Manager:</b>	AZAEL D. MUNOZ		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	(956) 292-7000 Ext:4045	<b>County Email:</b>	azael.munoz@wic.co.hidalgo.tx.us
<b>Web user Name:</b>	<b>Password:</b> _____		
<b>Hidalgo Co Acct Number:</b>	4-1292-441-00-350-001-4-622		
<b>Requested By:</b>	<i>Clarissa Ramirez</i> A.D.M.		
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:	<i>Yvonne C. Peña 7/26/24</i>
Cards Received by Dept on: _____	Date Returned/Cancelled: <i>7/26/24</i>
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
109-7167	2010 FORD TRANSIT	NM0KS9BN4ATO27442	48374	500209
118-2796	2015 CHEVROLET EXPRESS VAN	1GCZGTCL4F1134717	62333	500070

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



Vehicle Listing Report  
Report Date 09/17/2024

**Vehicle Listing Report**

Report Date 09/19/2024

Total Records for Report: 2

Account Number	Account Name	Vehicle ID	Vehicle Status Description	Vehicle Status Date	License Number	License State	VIN	Vehicle Description
869309740	HIDALGO COUNTY- WIC	000147	TERMINATED	07/26/2024	109-7167	TX	NMOKS9BN4ATO27442	2010 FORD TRANSIT
869309740	HIDALGO COUNTY- WIC	500070	TERMINATED	07/26/2024	118-2796	TX	1GCZGTCL4F1134717	2015 CHEVROLET EX