

laura.moya

From: laura.moya [laura.moya@co.hidalgo.tx.us]
Sent: Tuesday, March 11, 2008 2:33 PM
To: 'nelda.olivarez@co.hidalgo.tx.us'; (roy.quintanilha@co.hidalgo.tx.us); Alma Ybarra; Ambrosio Tovar; Annette Muniz; Armando Barrea; Celestino Avila; Daniel Flores; Diana Solis; Eddie Olivarez; Elena Gaitan; Gilbert Alaniz; Gloria Beltran; Homer Garza; Joe Pena; Larry Gallardo; Mary Garcia (mary.garcia@taxoffice.co.hidalgo.tx.us); Niedo Chavana; Nielda Cavazos; Norma Ceballos; Norma Longoria; 'Patty Loya'; Roy Cazares; Tony Pena
Cc: 'darlene.betancourt@co.hidalgo.tx.us'; 'rolando.flores@co.hidalgo.tx.us'; 'yvette.islas@co.hidalgo.tx.us'
Subject: Migration to Comdata Fuel CARDS - Mandatory Workshop
Importance: High
Attachments: COMDATA FUEL CARD REQUEST FORM.doc

Tracking:	Recipient	Delivery	Read
	'nelda.olivarez@co.hidalgo.tx.us'		Read: 3/11/2008 2:34 PM
	(roy.quintanilha@co.hidalgo.tx.us)		Read: 3/12/2008 10:10 AM
	Alma Ybarra		
	Ambrosio Tovar		Read: 3/11/2008 3:54 PM
	Annette Muniz		
	Armando Barrea		
	Celestino Avila		
	Daniel Flores		
	Diana Solis		
	Eddie Olivarez		Read: 3/12/2008 8:32 AM
	Elena Gaitan		Read: 3/11/2008 3:30 PM
	Gilbert Alaniz		
	Gloria Beltran		
	Homer Garza		
	Joe Pena		Read: 3/11/2008 2:39 PM
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	Mary Garcia (mary.garcia@taxoffice.co.hidalgo.tx.us)		Read: 3/11/2008 3:07 PM
	Niedo Chavana	Failed: 3/11/2008 2:33 PM	
	Nielda Cavazos		
	Norma Ceballos		Read: 3/11/2008 2:45 PM
	Norma Longoria		
	'Patty Loya'		
	Roy Cazares		Read: 3/11/2008 2:52 PM
	Tony Pena		Read: 3/11/2008 5:16 PM
	'darlene.betancourt@co.hidalgo.tx.us'		Read: 3/11/2008 3:49 PM
	'rolando.flores@co.hidalgo.tx.us'		Read: 3/11/2008 2:34 PM
	'yvette.islas@co.hidalgo.tx.us'		Read: 3/11/2008 2:51 PM

Attachment included.

MEMORANDUM
IMMEDIATE REVIEW AND ACKNOWLEDGEMENT

VIA – EMAIL

To: ELECTED OFFICIAL/SUPERVISOR/DIRECTORS/DEPARTMENT HEADS

From: Rolando Flores, Buyer
Yvette Islas, Buyer I

Date: March 7, 2008

Subject: Migration of Comdata FUEL Credit Card from Arguindegui Fuel Company

As per direction of Commissioners' Court, Thursday, March 6, 2008 it is in the best interest of the County to migrate from Arguindegui Fuel Cards to Comdata FUEL Credit Cards. In order to complete this task you must fill out a Request Form for Comdata Fuel Cards, have it signed by an Elected Official/Department Head/Agency and/or Program Director within your department and return back to Purchasing Department for review. Upon review of the request form by the Fuel Card Administrator it will then be placed in Commissioners Court for final acceptance and approval. Please note a deadline to submit the Fuel request form to Purchasing Department will be no later than Tuesday at 10:00 a.m. to be placed on the following week's agenda.

If you have already attended a Fuel Card Policy Training please review and take note of your fuel allowance **limit of \$500.00 a month with a 2 limit transaction daily**. Should your department need an increase in your fuel allowance and/or transaction limit daily please submit to the Fuel Card Administrator Martha L. Salazar with supporting documentations for review and Purchasing will then request for approval by Commissioners Court.

A mandatory workshop on the **Comdata Fuel Card Request Form** will conducted by Purchasing dept on the following dates and times; ***Failure to attend will result in your department not having Fuel Cards and nonpayment on your current fuel invoices.***

Wednesday March 12, 2008

10:30 a.m.	1:30 p.m.	3:30 p.m.
DBM – Safety Division		Precinct No 2
Division Emergency /Fire Marshal	Constable Pct #5	Precinct No 3
Constable Pct #1	Constable Pct #4	Precinct No 4
Constable Pct #3		Purchasing Dept
District Attorney	Constables Pct #2	Right of Way
Buildings & Grounds	County Clerk's Office	Security Administration
TX Extension		WIC Program
Tax Office	Juvenile Detention	
	Planning Dept	

Thursday March 13, 2008

10:30 a.m.	1:30 p.m.	3:30 p.m.
Head Start Program	Adult Probation/Restitution Center	Health Department

All drivers must attend a Fuel Card Policy Training prior to approval of Comdata Fuel Cards. If you have drivers that have not attended a Fuel Card Policy Training please note that Purchasing will be conducting Trainings following the workshops with Mr. Ramon Vela.

Those departments who currently have Comdata Fuel Cards must still fill out a Request for Fuel Card Form to the Purchasing Dept and new Comdata Fuel cards will be issued to your department following all guidelines outlined in the Fuel Card Policy. These departments have a deadline of Tuesday March 18, 2008 at 3:00 p.m. to be placed in Commissioner's Court for approval on Tuesday March 25, 2008.

Should you have any questions or concerns please do not hesitate in contacting us.

Laura Lee Renteria-Moya
Buyer II
Hidalgo County Purchasing Department
2812 S Business 281
Edinburg, Texas 78539
(956) 292-7000 ext 4860
(956) 318-2629 Fax