



CONSTABLE PRECINCT 3

LAZARO "LARRY" GALLARDO, JR.

April 24, 2008

Martha Salazar
Hidalgo County Purchasing Agent
2802 South Business Highway 281
Edinburg, Texas 78539

RE: Comdata Fuel Credit Card Increase

Dear Ms. Salazar,

I am requesting an increase in the monthly amount of fuel allotted to our department. We currently have a \$500.00 per month per unit policy. We are asking that the limit be increased to \$750.00 per month per unit. Our department already has a two fill-up per unit per day policy, but we are needing to increase that limit to four fill-ups per unit per day. The extra fill-ups will be used when Mental Health patients need to be transported out of county. Cases like this don't happen often, but we need to be prepared when they do arise. If there are any questions regarding this matter, please feel free to contact my office. Your prompt attention in this matter is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Lazaro Gallardo, Jr." in a cursive style.

Lazaro Gallardo, Jr.

Lg/rc

