

HIDALGO COUNTY CONSTABLE DEPARTMENT PRECINCT 1
1902 JOE STEPHENS, SUITE 303, WESLACO, TX 78596
PHONE (956) 447-3775 * FAX (956) 447-8614

MEMORANDUM

TO: Valde Guerra, Commissioner's Court Executive Officer
Hidalgo County Department of Budget and Management

FROM: Blanca I. Sanchez, Chief Deputy
Hidalgo County Constable, Pct. 1

DATE: August 11, 2008

RE: Comdata fuel cards

Mr. Valde Guerra,

Please allow this to serve as a formal request for a variance in the comdata fuel purchasing policies. I understand that it is important to maintain vigilance over the county fuel cards to prevent abuse or fraud, however if the current policies remain, the departments ability to conduct day to day business will be severely affected. Thus, I am hereby requesting the fuel card monthly spending limit increase from \$500.00 to \$1,500.00 for all units. In addition, the daily number of times each fuel card maybe used should be increased from twice daily to 4 times per day, with the exception of the two (2) Ford F150's, the Chevy Blazer and the Ford Expedition which have larger gas tanks and because of the \$75.00 credit card restriction in order to obtain a full tank another transaction must occur and we therefore ask for 6 times per day for these four (4) units. The requested changes should remain in effect indefinitely. The request may mostly be attributed to reflect the increase in fuel cost as well as an unduly restrictive policy. Additionally, during grant operations or during a surge in patrol activities (i.e. hurricane Dolly) the allotted fuel amounts fall well short of the departments needs. Please contact me should you have any questions.

Respectfully,


Blanca I. Sanchez
Chief Deputy Constable, Pct. 1

xc: files

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PURCHASING DEPARTMENT

By
Time 1:57 pm 8/11/08