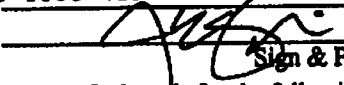


COMDATA FUEL CARD REQUEST FORM

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:	Planning Department		
Billing Address:	1304 S. 25th St.		
Fuel Card Manager:	Irma Celia Castillo		
	This person can not have use of the fuel card		
Phone Number:	(956) 318-2840		
County Email:	irma.castillo@hchd.org		
Web user Name:	icastillo	Password:	
Hidalgo Co Acct Number:	8-1100-419-10-210-001-0-682		
Requested By:	 Raul E. Segin, P.E., C.F.M. or T.J. Arredondo 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: _____

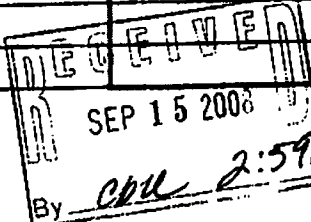
Reviewed by Fuel Card Administrator: _____

Cards Received by Dept on: _____ Date Returned/Cancelled: _____

Fuel Cards Received by Department: _____

Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No	Vehicle Description	VIN Number	Purchasing Dept Only Card Number
218088	2006 FORD F150 SUPER CREW	1FTRW14W16FA97438	
	(VEHICLE WAS TRANSFERRED FROM THE R.O.W. DEPT.)		
	(SEE ATTACHED ASSET TRANSFER FORM)		


 SEP 15 2008
 By CBU 2:59pm

HIDALGO COUNTY, TEXAS

ASSET TRANSFER FORM

(FOR MORE INFORMATION CONTACT FIXED ASSETS DIV. AT (956) 318-2626)

	DEPARTMENT NAME	DEPT. NO.	LOCATION
1. TRANSFER TO:	PLANNING DEPARTMENT		HIDALGO, TEXAS
2. TRANSFER FROM:	RIGHT OF WAY DEPARTMENT	1200	509 E. KARLING - SAN JUAN
CONTACT PERSON (PRIN):	SANDRA GARCIA	CONTACT#	203-8134
			FAX # 281-5492

3.	DESCRIPTION OF ITEM	FUND No.	COST	INVENTORY TAG NO.	SERIAL NUMBER	CURRENT CONDITION
1	2006 Ford F150 Super Crew	1200	\$21,645.35	1J 218088	1FTRW14W16FA97438	G
2						
3						
4						
5						
6						
7						
8						
9						
10						

*a. JUSTIFICATION FOR TRANSFER OF VEHICLE IS BEING TRANSFERRED TO THE PLANNING DEPARTMENT

*b. NOTE: A valid reason to transfer the asset must be provided for this asset transfer form to be approved.

*c. For equipment being transferred to Surplus/Warehouse, please indicate the condition of the items as (G, F, B)
Where (G) = good working condition, (F) = fair condition, and (B) = item is broken and beyond repair

PLEASE SIGN IN BLUE INK

4. The above transfer is hereby approved by the Purchasing Agent

MARTHA L.
SALAZAR

PRINT NAME

SIGNATURE

DATE

5. I hereby certify that our department ~~has no~~ has any ~~interest~~ interest in the equipment identified above

José V. Peña

PRINT NAME

SIGNATURE

SIGNATURE

9/10/08
DATE

6. I hereby certify that I have received the above described equipment for our department/office:

PAUL E. GEBIN

PRINT NAME

SIGNATURE

SIGNATURE

9/10/08
DATE

7. I hereby certify that the above tagged assets have been reviewed in the County Inventory System: Special coding is used for minor and other non-capital items

PRINT NAME

SIGNATURE

DATE

FIXED ASSETS DIVISION USE ONLY: CODE CHANGE:

FROM

TO

Please Submit Original Only! (To Purchasing Department)
Hidalgo County Administration Building, 2812 S. Bascom, 281, Edinburg, TX 78549