

**HIDALGO COUNTY, TEXAS**  
**FUEL CREDIT CARD USE POLICY**

FORM: F.1.3  
REVISED: 12/23/2009

**STATEMENT OF UNDERSTANDING**

I have read understood and will abide by the Fuel Credit Card Use Policy (The "Policy"). I understand that the Fuel Credit Card Use Policy is designed to improve the management and control of official business of the County of Hidalgo.

I further understand the issuance of a Fuel Credit Card (the "Card") to me is keeping with my assigned duties and responsibilities and that I am being specifically directed to:

- Abide by all policies rules and understandings with respect to the Card.
- Use the Card only for those necessary and reasonable expenses incurred or authorized for the direct purpose of the Fuel Credit Card Program.
- Make **ABSOLUTELY NO** personal use of the Card.
- Use the Card only as anticipated in the budget.
- Use of the Card for emergency purchases must be completed as outlined in the policy.
- Retain and submit original itemized receipts for all Card use.
- Keep the Card in my possession and control at all times.
- Allow no one else to use the Card or pin number assigned to me.
- Permanently surrender the Card when my duties no longer require the use of the Card.

I agree to comply with the terms and conditions of the Hidalgo County Fuel Credit Card Use Policy. I understand that any misuse of the Card will result in one or more of the following:

- Termination of employment.
- Payroll deduction of any unauthorized purchases and of any administrative cost associated with any unauthorized purchase.
- Reimbursement to Hidalgo County for unauthorized purchase and any administrative costs associated with the unauthorized purchase.
- Transfer of duty that does not involve or require use of the Card.
- Limitation on the use of the Card and or termination of my right to use the Card at any time with or without cause.
- Other discipline as authorized by the Public Official for violation of Fuel Credit Card Use Policy.

I certify that I have read understood and agree to abide by the above and all other policies, procedures, features and regulations that apply to the County of Hidalgo, Texas Fuel and/or Fuel Credit Card Use Policy.

Marco Romero

Print Name

[Signature]

Employee Signature

138142

Employee No.

1/14/09

Date

Hidalgo Co. Fire Marshal's Office

Department Name

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Yolanda Orozco

Print Name

Yolanda Orozco

Employee Signature

138258

Employee No.

1/9/09

Date

Fire Marshal

Department Name

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Maxine Elizondo  
Print Name

Maxine Elizondo  
Employee Signature

024767  
Employee No.

1/9/09  
Date

Division of  
Emergency Services  
Department Name

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JAVIER GAEL

Print Name

Javier Gael

Employee Signature

138223

Employee No.

01-14-09

Date

Fire MARSHAL OFFICE

Department Name

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Alan G. Martinez  
Print Name

[Signature]  
Employee Signature

138176  
Employee No.

1/14/09  
Date

Fire Marshal  
Department Name

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Rolando J. Benavides  
Print Name

  
Employee Signature

145204  
Employee No.

12-16-09  
Date

~~HR~~ Emergency Management  
Department Name

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Employee Signature

148652  
Employee No.

3-3-08  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee No.

\_\_\_\_\_  
Date

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(Dept Head)

A. L. Tony Hernandez  
 Employee Signature  
 Hidalgo Co Judge's Office Division of Emergency Services (FMO & EMC)

9377  
 Employee No.

29 FEB 2008  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Employee No.

\_\_\_\_\_  
 Date

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Brenda L. Garza  
Employee Signature

154059  
Employee No.

2-29-2008  
Date

A.C. Tompkins  
Supervisor Signature

9377  
Employee No.

26 FEB 2008  
Date