

FUEL CREDIT 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:	ADULT PROBATION		
Billing Address:	P.O. BOX 970 EDINBURG, TX 78539		
Fuel Card Manager:	Diana G Solis		
Phone Number:	956-587-6008	This person can not have use of the fuel card	
Web user Name:	County Email: diana.solis@hidalgocountycsd.org		
Hidalgo Co Acct Number:	2-1297-423-00-320002-3-626	Password:	
Requested By:	Arnold K Patrick	<i>[Signature]</i>	October 10, 2012
Original Signature is required	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.			

	<i>For Purchasing Department Use Only</i>
Approved by Commissioners Court On:	Agenda Item No. # 34751
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 (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Asset Number (N/A = Non-vehicle)	Purchasing Dept. Use Only Card Number

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Adriana Villarreal	10/4/71	181692	<i>[Handwritten mark]</i>	
Tessa Garza	11/28/78	189588	<i>[Handwritten mark]</i>	
Jose G Garcia	11/26/73	107727	<i>[Handwritten mark]</i>	
Herica Trejo	9/13/82	158097	<i>[Handwritten mark]</i>	
David Ponce	1/21/73	068918	<i>[Handwritten mark]</i>	

SEE ATTACHED

EMPLOYEE	D.O.B.	ID #	LICENSE #	DATE OF TRAINING
ADRIANO, ABRAHAM	2/12/70	107689	08524384	1924/12
ALVAREZ, THOMAS	3/28/92	191957	28819362	
AREBELO, AMY	5/23/76	165956	01637432	
ARELLANO, JUAN	11/16/85	175196	02649054	
CAMERO, AGUSTINE	6/25/86	165611	12341266	deleted 10/15/12
CANO, BLANCA	9/16/70	104019	11809822	10/11/12
CASTILLO, JUAN C	3/7/83	193240	19077172	
CHAVEZ, CRYSTAL	7/9/1987	185639	23970695	
CORTEZ, MANUEL	7/24/81	141704	15157209	
CRISTOBAL, SONIA	10/21/80	175218	07502458	
CRUZ, CARMELLA	2/6/81	182222	25323737	
GARCIA, GERARDO	8/11/84	188573	02164612	
GARZA, JUAN LINO	3/10/83	145386	19269259	
GARZA, MOISES	5/31/81	144665	18855128	
GONZALES, GILBERTO	5/20/80	165654	01856077	
GONZALEZ, NOELIA	10/4/64	027804	10535820	
GUAJARDO, JORGE	7/2/65	024414	10819076	
GUERRA, PATRICIA	10/3/84	193283	00945160	
LOPEZ, ANDREA	10/21/76	126586	19198497	
LOPEZ, EDGAR LEAL	9/6/77	090468	17726129	
MACIEL, MAYRA	2/23/88	188476	21057273	10/5/12
PEREZ, VERONICA REYES	11/1/1975	088544	16527117	
RAMIREZ, FABIAN	1/20/62	070513	10809094	
REYES, KEVIN	11/11/1982	153893	19712713	
RODRIGUEZ, RICARDO-SATF	6/17/68	116424	18282226	
ROMERO, JUAN F.	6/18/72	167878	15987981	
RUBIO, ALICIA	9/24/67	167347	11107407	
SAUCEDO, JOSE	6/13/57	073158	08615071	
TREJO, SYLVIA	12/9/57	112887	00446554	
YANEZ, JESSICA	2/26/86	166847	20767020	
ZAMBRANO, EFRAIN	12/6/80	182214	34043945	

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Department:	Health & Human Services		
Billing Address:	1304 South 25 th Ave, Edinburg, TX 78539		
Fuel Card Manager:	Eduardo Olivarez		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	(956)383-6221	County Email:	eddie.olivarez@hchd.org
Web user Name:	Password: _____		
Hidalgo Co Acct Number:	2-1100-441-00-340-001-0-624		
Requested By:	Eduardo Olivarez		
	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.

<input type="checkbox"/>	<i>For Purchasing Department Use Only</i>
Approved by Commissioners Court On:	34751
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 (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Purchasing Dept. Use Only Card Number

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
John Ignacio Garcia	04-25-74	193674		

1 of 1

You are on account [858309740](#) | HIDALGO COUNTY

Create Driver Without Card

Driver ID 193674 has been successfully added.

Do you want to Add Another Driver Without a Card?

Driver Information

Driver ID: 193674 Driver Status: Active Driver Date: 10/17/2012

FIRST NAME: JOHN MI: I LAST NAME: GARCIA

Organization

ORG LEVEL 1: STATE OF TEXAS
ORG LEVEL 2: HIDALGO COUNTY
ORG LEVEL 3: HEALTH & HUMAN SERVICES

User Codes

Driver

CODE 1:

CODE 2:

CODE 3:

CODE 4:

CODE 5:

Show Driver Authorization Exception RVs

[Edit Driver](#) | [Terminate Driver ID](#)


- Account Maintenance Home
- Account
- Maintain Card Address
- Maintain Cards
- Maintain Vehicles
- Maintain Drivers
 - Search a Driver
 - Create Driver w/o Card
 - Terminate Driver ID
 - Reactivate Driver
- Account Maintenance Preferences
- Message Center
- My Profile
- Online Training
- Override Authorization Limits
- Help
- Log Off

Create

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 Delete/ Cancel Card
 Delete/Cancel Driver

Department:	TAX OFFICE		
Billing Address:	2804 S BUS HWY 281		
Fuel Card Manager:	MARY GARCIA		
	This person can not have use of the fuel card		
Phone Number:	956-289-7472		
Web user Name:		Password:	
Hidalgo Co Acct Number:	2-1100-415-15-140-001-0-626		
Requested By:	ARMANDO BARRERA JR.		
	Sign & Print Elected/Official Supervisor/Director		
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Vehicle Plate No. (NA - Non vehicle)	Description (Vehicle or non-vehicle equip)	VIN Number (NA - Non vehicle)	Purchasing Dept. Card Number
1025241	2001 FORD EXP	1FMRU15L31LB68442	

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

Driver Name	DOB	DBM ID #	DBM ID #	Purchasing Dept.
DANIEL LONGORIA	8/24/1983	177385		

14/7/12

U.S. Bank Fleet Commander™ Online

Home Manage Profile Account Maintenance Reporting Billing

You are on account 859308740 | HIDALGO COUNTY

Create Driver Without Card

↳ Driver ID 177385 has been successfully added.

Do you want to Add Another Driver Without a Card?

Driver Information

Driver ID: 177385 Driver Status: Active Driver Date: 10/17/2012
FIRST NAME: DANIEL MI LAST NAME: LONGORIA

Organization

ORG LEVEL 1: STATE OF TEXAS
ORG LEVEL 2: HIDALGO COUNTY
ORG LEVEL 3: TAX OFFICE

User Codes

Driver
CODE 1:
CODE 2:
CODE 3:
CODE 4:
CODE 5:

Show Driver Authorization/Exception Rules

Edit Driver | Terminate Driver ID |

- Account Maintenance Home
- Account
- Maintain Card Address
- Maintain Cards
- Maintain Vehicles
- Maintain Drivers
 - Select a Driver
 - Create Driver w/o Card
 - Terminate Driver ID
 - Reassign Driver
- Account Maintenance Preferences
- Message Center
- My Profile
- Online Training
- Override Authorization Limits
- Help
- Log Off

All of  serving you

VOYAGER

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