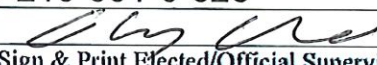


# FUEL CREDIT CARD REQUEST FORM

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:	Planning Dept.		
Billing Address:	2818 S. 25th St., Edinburg, Tx 78539		
Fuel Card Manager:	Irma Celia Castillo		
Phone Number:	(956)318-2840		
Web user Name:			
Hidalgo Co Acct Number:	3-1100-419-10-210-001-0-626		
Requested By:	Anthony Uresti		8/25/2023
<b>Original Signature is required</b>	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. # 92711
Reviewed by Fuel Card Administrator:	Laura P Gonzalez
Cards Received by Dept on:	9-6-2023      Date Returned/Cancelled: 9-1-2023
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
157-6382 (Unit 90)	2023 Chevrolet Slvrdo	3GCSPACEK9PG290266	LE3010	

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 dlghts)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy



## Department of Budget & Management

2818 S. Bus. Hwy. 281 • Edinburg, Texas 78539 • Phone (956) 292-7025 • Fax (956) 292-7035 • [www.co.hidalgo.tx.us/budget](http://www.co.hidalgo.tx.us/budget)

### ACKNOWLEDGEMENT

#### Planning Fleet Leased Vehicles

I hereby acknowledge that I have received from Hidalgo County Dept. of Budget & Management the following metal plates:

1. 2023 Chevy Silverado Crew Cab 4x2    VIN:0266    Lic: 157-6382

Acknowledged By:

*Irma Celia Castillo*

Signature

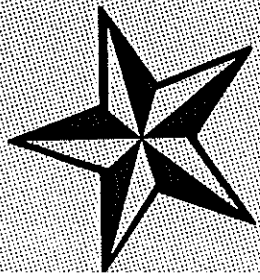
*Irma Celia Castillo*

Print Name & Title

*8-22-2023*

Date

Please sign/date and return a scan via email to [rolando.garcia@co.hidalgo.tx.us](mailto:rolando.garcia@co.hidalgo.tx.us)

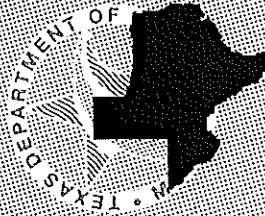


**TEXAS**

**EXEMPT**

**1517**

**00302**



**The Lone Star State**



**Insurance Change -- Vehicles**

(To be done within 24 hours of change in status)

Dept Name Planning Date 07/24/23  
 Dept Number 210  
 Department Representative: Irma Castillo  
 Phone Number: X. 7454

MOVE	<input type="checkbox"/>
New Dept. Name	_____
New Dept. No.	_____
Old Dept. Name	_____

Add  Change  Delete  Lease

Where acquired vehicle? D&M Leasing  
 (Ex: Lease, court award, surplus, purchase, transfer, rent, etc. attach copies of paperwork, including title)

Date acquired vehicle? 07/20/2023 - Delivered to DBM Offices

Name on Title or Lease: Hidalgo County

Note: Hidalgo County can insure only those vehicles where the County has title or is the leasee.

Vehicle ID: Truck/car/trailer:

\* = Required Information

\* Maker of Vehicle/ Trailer / Equipment Chevrolet  
 \* Model of Vehicle / Trailer / Equipment Silverado Crew Cab 1500 4x2 Year 2023  
 \* VIN Number / Serial Number 3GCPACEK9PG290266  
 \* License Tag Number Temp Plate - In progress  
 (If applied for, write "In progress")  
 \* County Asset Number (if you have it) Lease - LE3010  
 \* Book Value of Vehicle \$ 47,450.00  
 \* Purchase Order# 865604

**Items installed permanently on the vehicle or equipment: IF NONE, MARK NONE**

If it's installed on the machine and you want it on insurance, fill this out:

Stenciling	_____	Cost	_____
Build-In Radio, etc.	_____	Cost	_____
Lights Package	_____	Cost	_____
Other added equipment	_____	Cost	_____

(Pumps, sprayers, hoists, welders, etc.)

Type of Insurance Requested:

Liability Only (Mandatory)   
 Covers only the other vehicle, does not pay  
 for the County vehicle if there is an accident  
 \$50,000 deductible for each accident

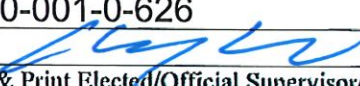
Physical Damage (Property Damage)   
 Covers the County Vehicle if there is an accident  
 \*\*Deductible: \$25,000 Heavy Equipment  
 \$50,000 Vehicles  
 \$250 Uninsured Motorist Accident  
 (each accident)  
 Note: Must check this for heavy equipment

Email To: edgardo.garcia@co.hidalgo.tx.us Date Done: \_\_\_\_\_

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Add Vehicle Card   
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  Delete/Cancel Driver

<b>Department:</b>	Planning Dept.		
<b>Billing Address:</b>	2818 S. 25th St., Edinburg, Tx 78539		
<b>Fuel Card Manager:</b>	Irma Celia Castillo		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	(956)318-2840		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	3-1100-419-10-210-001-0-626		
<b>Requested By:</b>	Anthony Uresti		
<b>Original Signature is required</b>	 Sign & Print Elected/Official Supervisor/Director		
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<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	<b>Agenda Item No. #</b>
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 <small>(N/A = Non-vehicle)</small>	Description <small>(Vehicle or Non-vehicle Equip.)</small>	VIN Number <small>(N/A = Non-vehicle)</small>	Asset Number <small>(N/A = Non-vehicle)</small>	<i>Purchasing Dept. Use Only</i> Card Number
3592T68 (Unit 90)	2023 Chevrolet Slvrdo	3GCPACEK9PG290266	LE3010	

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User Name	DOB	User ID <small>(6 dlghts)</small>	DBM Use Only License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy

**Insurance Change -- Vehicles**

(To be done within 24 hours of change in status)

MOVE	<input type="checkbox"/>
New Dept. Name	_____
New Dept. No.	_____
Old Dept. Name	_____

Dept Name Planning Date 07/24/23  
 Dept Number 210  
 Department Representative: Irma Castillo  
 Phone Number: X. 7454

Add  Change  Delete  Lease

Where acquired vehicle? D&M Leasing  
 (Ex: Lease, court award, surplus, purchase, transfer, rent, etc. attach copies of paperwork, including title)

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Vehicle ID: \_\_\_\_\_ Truck/car/trailer:

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 \* License Tag Number Temp Plate - In progress  
 (If applied for, write "In progress")  
 \* County Asset Number (if you have it) Lease - LE3010  
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 \$50,000 deductible for each accident

Physical Damage (Property Damage)   
 Covers the County Vehicle if there is an accident  
 \*\*Deductible: \$25,000 Heavy Equipment  
 \$50,000 Vehicles  
 \$250 Uninsured Motorist Accident  
 (each accident)  
 Note: Must check this for heavy equipment

Email To: edgardo.garcia@co.hidalgo.tx.us Date Done: \_\_\_\_\_