

# 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

|                                       |   |
|---------------------------------------|---|
| <b>Department:</b>                    | Hidalgo County Adult Probation  |
| <b>Billing Address:</b>               | P.O. Box 970 Edinburg, Texas 78540  |
| <b>Fuel Card Manager:</b>             | Rosario Castilleja  |
|                                       | This person can not have use of the fuel card   |
| <b>Phone Number:</b>                  | 956.587.6009 county email:Rosario.castilleja@hidalgocountycscd.org                    |
| <b>Web user Name:</b>                 | <b>Password:</b>  |
| <b>Hidalgo Co Acct Number:</b>        | X-1297-423-51-320-002-X-626, X-1297-423-51-320-020-1-626, X-1289-423-00-320-034-1-626 |
| <b>Requested By:</b>                  | Rosario Castilleja  |
| <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:       | <b>Agenda Item No. #</b>                                     |
| Reviewed by Fuel Card Administrator:      | 1/11/24  |
| Cards Received by Dept on: _____          | Date Returned/Cancelled: _____                               |
| Fuel Cards Received by Department: _____  | Sign & Print Authorized Elected Official/Supervisor/Director |

| Vehicle Plate No<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Asset Number<br>(N/A = Non-vehicle) | <i>Purchasing Dept. Use Only</i><br><b>Card Number</b> |
|---|--|-----------------------------------|-------------------------------------|--|
| 157-7020                                | 2024 Ford Expedition                           | 1FMJU1H86REA12125                 | AA002844                            |  |
|   |  |                                   |                                     |  |
|   |  |                                   |                                     |  |
|   |  |                                   |                                     |  |

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<br>(6 digits) | <i>DBM Use Only</i><br><b>License Verification</b> | <i>Purchasing Dept. Use Only</i><br><b>Training Date &amp; Signed Fuel Policy</b> |
|-----------|-----|-----------------------|--|---|
|           |     |                       |  |   |
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|           |     |                       |  |   |
|           |     |                       |  |   |

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Add Vehicle Card       Add Driver Pin       Delete/ Cancel Card       Delete/Cancel Driver

|                                       |   |                           |  |
|---------------------------------------|---|---------------------------|--|
| <b>Department:</b>                    | Hidalgo County Adult Probation  |                           |  |
| <b>Billing Address:</b>               | P.O. Box 970 Edinburg, Texas 78540  |                           |  |
| <b>Fuel Card Manager:</b>             | Rosario Castilleja  |                           |  |
|                                       | This person can not have use of the fuel card   |                           |  |
| <b>Phone Number:</b>                  | 956.587.6009 county email:Rosario.castilleja@hidalgocountycscd.org                    |                           |  |
| <b>Web user Name:</b>                 | <b>Password:</b>  |                           |  |
| <b>Hidalgo Co Acct Number:</b>        | X-1297-423-51-320-002-X-626, X-1297-423-51-320-020-1-626, X-1289-423-00-320-034-1-626 |                           |  |
| <b>Requested By:</b>                  | Rosario Castilleja  | <i>Rosario Castilleja</i> |  |
| <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:       | <b>Agenda Item No. #</b>                                     |
| Reviewed by Fuel Card Administrator:      | <i>Yvonne C. Peña 11/11/24</i>                               |
| Cards Received by Dept on:                | Date Returned/Cancelled:                                     |
| Fuel Cards Received by Department:        | Sign & Print Authorized Elected Official/Supervisor/Director |

| Vehicle Plate No<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Asset Number<br>(N/A = Non-vehicle) | <i>Purchasing Dept.<br/>Use Only</i><br>Card Number |
|---|--|-----------------------------------|-------------------------------------|---|
| 157-7021                                | 2024 Ford Escape                               | 1FMCU0GN5RUA04324                 | 86927                               |   |
|   |  |                                   |                                     |   |
|   |  |                                   |                                     |   |
|   |  |                                   |                                     |   |

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<br>(6 digits) | <i>DBM Use Only</i><br>License<br>Verification | <i>Purchasing Dept.<br/>Use Only</i><br>Training Date &<br>Signed Fuel Policy |
|-----------|-----|-----------------------|--|---|
|           |     |                       |  |   |
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|           |     |                       |  |   |



### Vehicle Report

Here is the report you created. You can change the report parameters, preview the report, or download the report in the formats available below.

| Account Number | Account Name            | Vehicle ID | Vehicle Status Description | Vehicle Status Date | License Number | License State | True VIN          | Vehicle Description |
|----------------|-------------------------|------------|----------------------------|---------------------|----------------|---------------|-------------------|---------------------|
| 869320176      | HIDALGO-ADULT PROBATION | 002844     | ACTIVE                     | 01/11/2024          | 157-7020       | TX            | 1FMJU1H86REA12125 | CHEVROLET EXP VAN   |
| 869320176      | HIDALGO-ADULT PROBATION | 086927     | ACTIVE                     | 01/11/2024          | 157-7021       | TX            | 1FMCU0GN5RUA04324 | 24 FORD ESCAPE      |

# 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

|   |  |                  |  |
|---|--|------------------|--|
| <b>Department:</b>  | ADULT PROBATION  |                  |  |
| <b>Billing Address:</b>   | 3100 SOUTH BUS. 281 EDINBURG TEXAS 78541   |                  |  |
| <b>Fuel Card Manager:</b>   | JANIE MEDRANO  |                  |  |
|   | This person can not have use of the fuel card  |                  |  |
| <b>Phone Number:</b>  | 956-587-6141   |                  |  |
| <b>Web user Name:</b>   |  | <b>Password:</b> |  |
| <b>Hidalgo Co Acct Number:</b>  | 3-1297-423-51-320-002-3-626; 3-1297-423-51-320-020-3-626;<br>3-1289-423-00-320-034-3-626 |                  |  |
| <b>Requested By:</b>  | Faustino Lopez -Director   |                  |  |
|   | 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:                          | _____                          |
| Reviewed by Fuel Card Administrator:                         | <u>Yvonne C. Peña 1/18/24</u>  |
| Cards Received by Dept on: _____                             | Date Returned/Cancelled: _____ |
| Fuel Cards Received by Department: _____                     | _____                          |
| Sign & Print Authorized Elected Official/Supervisor/Director |                                |

| Vehicle Plate No<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Purchasing Dept.<br>Use Only<br>Card Number |
|---|--|-----------------------------------|---|
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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<br>(6 digits) | DBM Use Only<br>License<br>Verification | Purchasing Dept.<br>Use Only<br>Training Date &<br>Signed Fuel Policy |
|------------------------------|------------|-----------------------|---|---|
| FLORES, DAISY ESMERALDA      | 12/24/1998 | 268534                |   |   |
| PONCE DE LEON, FELISSA MARIE | 5/4/1999   | 268550                |   |   |
| MAREZ, CARLOS ISAAC          | 9/8/1995   | 268542                |   |   |
|                              |            |                       |   |   |
|                              |            |                       |   |   |

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Add Vehicle Card    
  Add Driver Pin    
  Delete/ Cancel Card    
  Delete/Cancel Driver

|   |  |                  |  |
|---|--|------------------|--|
| <b>Department:</b>  | ADULT PROBATION  |                  |  |
| <b>Billing Address:</b>   | 3100 SOUTH BUS. 281 EDINBURG TEXAS 78541   |                  |  |
| <b>Fuel Card Manager:</b>   | JANIE MEDRANO  |                  |  |
|   | This person can not have use of the fuel card  |                  |  |
| <b>Phone Number:</b>  | 956-587-6141   |                  |  |
| <b>Web user Name:</b>   |  | <b>Password:</b> |  |
| <b>Hidalgo Co Acct Number:</b>  | 3-1297-423-51-320-002-3-626; 3-1297-423-51-320-020-3-626;<br>3-1289-423-00-320-034-3-626 |                  |  |
| <b>Requested By:</b>  | Faustino Lopez -Director   |                  |  |
|   | 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:                          | _____                                |
| Reviewed by Fuel Card Administrator:                         | <u>Yvonne Cindy Peña 1/18/24</u>     |
| Cards Received by Dept on:                                   | _____ Date Returned/Cancelled: _____ |
| Fuel Cards Received by Department:                           | _____                                |
| Sign & Print Authorized Elected Official/Supervisor/Director |                                      |

| Vehicle Plate No<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Purchasing Dept.<br>Use Only<br>Card Number |
|---|--|-----------------------------------|---|
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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<br>(6 digits) | DBM Use Only<br>License<br>Verification | Purchasing Dept.<br>Use Only<br>Training Date &<br>Signed Fuel Policy |
|----------------------------------|----------------------|-----------------------|---|---|
| SUAREZ, ANALYSSA                 | 4/16/2002            | 262439                |   |   |
| <del>MOJICA, VALERIE</del>       | <del>5/24/1995</del> | <del>267325</del>     |   |   |
| <del>RESENDEZ, MARIANO JR.</del> | <del>5/23/1984</del> | <del>201278</del>     |   |   |
| RODRIGUEZ, ESTEBAN DE JESUS      | 1/26/1988            | 261572                |   |   |
| RODRIGUEZ, MAGRACIELA            | 1/19/1971            | 268488                |   |   |

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Add Vehicle Card     
  Add Driver Pin     
  Delete/ Cancel Card     
  Delete/Cancel Driver

|                                |  |                  |  |
|--------------------------------|--|------------------|--|
| <b>Department:</b>             | ADULT PROBATION  |                  |  |
| <b>Billing Address:</b>        | 3100 SOUTH BUS. 281 EDINBURG TEXAS 78541   |                  |  |
| <b>Fuel Card Manager:</b>      | JANIE MEDRANO  |                  |  |
|                                | This person can not have use of the fuel card  |                  |  |
| <b>Phone Number:</b>           | 956-587-6141   |                  |  |
| <b>Web user Name:</b>          |  | <b>Password:</b> |  |
| <b>Hidalgo Co Acct Number:</b> | 2-1297-423-51-320-002-2-626; 2-1297-423-51-320-020-2-626;<br>2-1289-423-00-320-034-2-626 |                  |  |
| <b>Requested By:</b>           | Faustino Lopez- Director   |                  |  |
|                                | 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:       |  |
| Reviewed by Fuel Card Administrator:      | <i>Monne Cindy Perez 1/23/24</i>                             |
| Cards Received by Dept on:                | Date Returned/Cancelled:                                     |
| Fuel Cards Received by Department:        | Sign & Print Authorized Elected Official/Supervisor/Director |

| Vehicle Plate No<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Purchasing Dept.<br>Use Only<br>Card Number |
|---|--|-----------------------------------|---|
|   |  |                                   |   |
|   |  |                                   |   |
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|   |  |                                   |   |
|   |  |                                   |   |

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<br>(6 digits) | DBM Use Only<br>License<br>Verification | Purchasing Dept.<br>Use Only<br>Training Date &<br>Signed Fuel Policy |
|-----------------------|------------|-----------------------|---|---|
| HERNANDEZ, JUAN PEDRO | 11/01/1990 | 209767                |   |   |
|                       |            |                       |   |   |
|                       |            |                       |   |   |
|                       |            |                       |   |   |



### Vehicle Report

Here is the report you created. You can change the report parameters, preview the report, or download the report in the formats available below.

| Account Number | Account Name            | Driver ID | Driver Status | Driver Status Date | Driver Last Name | Driver First Name | Driver Middle Initial |
|----------------|-------------------------|-----------|---------------|--------------------|------------------|-------------------|-----------------------|
| 869320176      | HIDALGO-ADULT PROBATION | 262439    | ACTIVE        | 01/18/2024         | SUAREZ           | ANALYSSA          |                       |
| 869320176      | HIDALGO-ADULT PROBATION | 268488    | ACTIVE        | 01/18/2024         | RODRIGUEZ        | MAGRACIELA        |                       |
| 869320176      | HIDALGO-ADULT PROBATION | 268534    | ACTIVE        | 01/18/2024         | FLORES           | DAISY             |                       |
| 869320176      | HIDALGO-ADULT PROBATION | 268542    | ACTIVE        | 01/18/2024         | MAREZ            | CARLOS            |                       |
| 869320176      | HIDALGO-ADULT PROBATION | 268550    | ACTIVE        | 01/18/2024         | DE LEONPONCE     | FELISSA           |                       |
| 869320176      | HIDALGO-ADULT PROBATION | 261572    | ACTIVE        | 01/18/2024         | DE JESUS ROD     | ESTEBAN           |                       |
| 869320176      | HIDALGO-ADULT PROBATION | 237418    | ACTIVE        | 01/18/2024         | MOJICA           | VALERIE           |                       |
| 869320176      | HIDALGO-ADULT PROBATION | 209767    | TERMINATED    | 01/23/2024         | HERNANDEZ        | JUAN              | P                     |

# FUEL CREDIT CARD REQUEST FORM

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Add Vehicle Card    
  Add Driver Pin    
  Delete/ Cancel Card    
  Delete/Cancel Driver

|                                       |   |
|---------------------------------------|---|
| <b>Department:</b>                    | Hidalgo County Adult Probation  |
| <b>Billing Address:</b>               | P.O. Box 970 Edinburg, Texas 78540  |
| <b>Fuel Card Manager:</b>             | Rosario Castilleja  |
|                                       | This person can not have use of the fuel card   |
| <b>Phone Number:</b>                  | 956.587.6009 county email:Rosario.castilleja@hidalgocountycsd.org                     |
| <b>Web user Name:</b>                 | <b>Password:</b>  |
| <b>Hidalgo Co Acct Number:</b>        | X-1297-423-51-320-002-X-626, X-1297-423-51-320-020-1-626, X-1289-423-00-320-034-1-626 |
| <b>Requested By:</b>                  | Rosario Castilleja  |
| <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:       | <i>Agenda Item No. #</i>                                     |
| Reviewed by Fuel Card Administrator:      | 2/14/24  |
| Cards Received by Dept on:                | Date Returned/Cancelled:                                     |
| Fuel Cards Received by Department:        | Sign & Print Authorized Elected Official/Supervisor/Director |

| Vehicle Plate No<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Asset Number<br>(N/A = Non-vehicle) | <i>Purchasing Dept. Use Only</i><br><b>Card Number</b> |
|---|--|-----------------------------------|-------------------------------------|--|
| 158-4079                                | 2024 Ford Escape                               | 1FMCU0GN8RUA17469                 | AA002845                            | <del>86123 4576 894521</del>                           |
|   |  |                                   |                                     |  |
|   |  |                                   |                                     |  |
|   |  |                                   |                                     |  |

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| User Name | DOB | User ID<br>(6 digits) | <i>DBM Use Only</i><br><b>License Verification</b> | <i>Purchasing Dept. Use Only</i><br><b>Training Date &amp; Signed Fuel Policy</b> |
|-----------|-----|-----------------------|--|---|
|           |     |                       |  |   |
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|           |     |                       |  |   |
|           |     |                       |  |   |



## Card Report

Here is the report you created. You can change the report parameters, preview the report, or download the report in the formats available below.

| Account Number | Account Name            | Vehicle ID | Vehicle Status Description | Vehicle Status Date | License Number | License State | VIN               | Vehicle Description |
|----------------|-------------------------|------------|----------------------------|---------------------|----------------|---------------|-------------------|---------------------|
| 869320176      | HIDALGO-ADULT PROBATION | 002845     | ACTIVE                     | 02/14/2024          | 158-4079       | TX            | 1FMCU0GN8RUA17469 | 24 FORD ESCAPE      |

# 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    
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|   |  |                  |  |
|---|--|------------------|--|
| <b>Department:</b>  | ADULT PROBATION  |                  |  |
| <b>Billing Address:</b>   | 3100 SOUTH BUS. 281 EDINBURG TEXAS 78541   |                  |  |
| <b>Fuel Card Manager:</b>   | JANIE MEDRANO  |                  |  |
|   | This person can not have use of the fuel card  |                  |  |
| <b>Phone Number:</b>  | 956-587-6141   |                  |  |
| <b>Web user Name:</b>   |  | <b>Password:</b> |  |
| <b>Hidalgo Co Acct Number:</b>  | 3-1297-423-51-320-002-3-626; 3-1297-423-51-320-020-3-626;<br>3-1289-423-00-320-034-3-626 |                  |  |
| <b>Requested By:</b>  | Faustino Lopez -Director   |                  |  |
|   | Sign & Print Elected/Official Supervisor/Director  |                  |  |
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|---|--|
| <i>For Purchasing Department Use Only</i> |  |
| Approved by Commissioners Court On:       |  |
| Reviewed by Fuel Card Administrator:      | <i>Monne C. Peña 3/10/24</i>                                 |
| Cards Received by Dept on:                | Date Returned/Cancelled:                                     |
| Fuel Cards Received by Department:        | Sign & Print Authorized Elected Official/Supervisor/Director |

| Vehicle Plate No<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Purchasing Dept.<br>Use Only<br>Card Number |
|---|--|-----------------------------------|---|
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| User Name            | DOB       | User ID<br>(6 digits) | DBM Use Only<br>License<br>Verification | Purchasing Dept.<br>Use Only<br>Training Date &<br>Signed Fuel Policy |
|----------------------|-----------|-----------------------|---|---|
| Alan Garcia          | 4/23/1998 | 241148                | ✓                                       |   |
| Juan Francisco Solis | 5/12/1993 | 233757                | ✓                                       |   |
| Maricruz Ibarra      | 6/27/1995 | 269875                | ✓                                       |   |

# VOYAGER

## Vehicle Report

Here is the report you created. You can change the report parameters, preview the report, or download the report in the formats available below.

| Account Number | Account Name            | Driver ID | Driver Status | Driver Status Date | Driver Last Name | Driver First Name | Driver Middle Initial |
|----------------|-------------------------|-----------|---------------|--------------------|------------------|-------------------|-----------------------|
| 869320176      | HIDALGO-ADULT PROBATION | 241148    | ACTIVE        | 03/06/2024         | GARCIA           | ALAN              |                       |
| 869320176      | HIDALGO-ADULT PROBATION | 233757    | ACTIVE        | 03/06/2024         | SOLIS            | JUAN              | F                     |
| 869320176      | HIDALGO-ADULT PROBATION | 269875    | ACTIVE        | 03/06/2024         | IBARRA           | MARICRUZ          |                       |