

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:	Hidalgo County Emergency		
Billing Address:	2812 S. Bus Hwy 281, Edinburg, TX		
Fuel Card Manager:	Sonia Gonzalez		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	(956) 318-2615	County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320226		
Requested By:	Ricardo Saldaña, Emergency Management		
<small>Original Signature is required</small>	<small>Sign & Print Elected/Official Supervisor/Director</small>		
<small>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.</small>			

<i>For Purchasing Department Use Only</i>	
Approved by Commissioner's Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	1/30/24
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>

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>	Purchasing Dept. Use Only Card Number
1411947	2013 CHEV Silverado	1GCRCEOODZ402167	77652 010039	

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

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Department:	Hidalgo County Emergency Management		
Billing Address:	2812 S. Bus Hwy 281, Edinburg, TX 78539		
Fuel Card Manager:	Sonia Gonzalez		
	This person can not have use of the fuel card		
Phone Number:	(956) 318-2615		
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320226		
Requested By:	Ricardo Saldaña, Emergency Management Coordinator		
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.			

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Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	Yvonne C. Peña 1/30/24
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)	<i>Purchasing Dept. Use Only</i> Card Number
1567753	2022 Chevy C3500	1GB3YTTE73NF329989	086231	

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Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	Yvonne Cindy Peña 11/7/24
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>	Purchasing Dept. Use Only Card Number
1564174	AMBULANCE	1GB3WSE7XNF328659	86233	

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



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
869320226	HIDALGO-EMERGENCY MGMT	010039	TERMINATED	01/30/2024	141-1947	TX	1GCRCE00DZ402167	09 FORD F-150
869320226	HIDALGO-EMERGENCY MGMT	086231	TERMINATED	01/30/2024	156-7753	TX	1GB3YTE73NF329989	AMBULANCE
869320226	HIDALGO-EMERGENCY MGMT	086233	TERMINATED	01/17/2024	1564174	TX	1GB3WSE7XNF328659	AMBULANCE

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Fuel Card Manager:	Sonia Gonzalez		
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Web user Name:		Password:	
Hidalgo Co Acct Number:	869320226		
Requested By:	Ricardo Saldaña, Emergency Management <i>R. Saldaña</i>		
Original Signature is required	Sign & Print Elected/Official Supervisor/Director		
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Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	<i>M. C. B...</i> 2/20/24
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
1567752	AMBULANCE	1GB3WSE79NF328488	86232	2/20/24

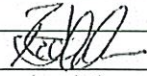
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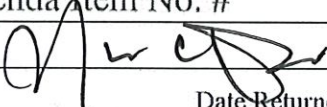
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Billing Address:	123 W. Mahl St. Edinburg, Tx 78531		
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1576995	2023 Chevy 1500 - Truck	3GCUDD8PG325767	86942	

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1132177	2012 Navistar 7400 SBA	1HTWCAAR2CJ050940	54004	

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Card Report

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Account Number	Account Name	Vehicle ID	Vehicle Status Description	Vehicle Status Date	License Number	License State	VIN	Vehicle Description
869320226	HIDALGO-EMERGENCY MGMT	086232	TERMINATED	02/20/2024	1567752	TX	1GB3WSE79NF328488	AMBULANCE
869320226	HIDALGO-EMERGENCY MGMT	086942	ACTIVE	02/23/2024	157-6995	TX	3GCUDDDED8PG325767	23 CHEVY 1500 TRK
869320226	HIDALGO-EMERGENCY MGMT	054004	ACTIVE	02/23/2024	113-2177	TX	1HTWCAAR2CJ050940	12 NAVISTAR 7400