

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:	<u>Facilities Management, 220</u>
Billing Address:	<u>3100 S. Hwy 281, Ste. D - Edinburg, Tx. 78539</u>
Fuel Card Request Submitted By:	<u>Nelda Flores-Rios, Ext. 4354</u> <i>NFR</i>
	<small>This person can not have use of the fuel card</small>
Phone Number:	<u>(956)289-7850, Ext. 4354</u>
Web user Name:	<u>N/A</u> Password: <u>N/A</u>
Hidalgo Co Acct Number:	<u>4-1100-419-40-220-001-0-626</u>
Approved By:	<u>Russell Solis, Division Manager</u> <i>Russell Solis</i>
Original Signature is required	Sign & Print Elected/Official Supervisor/Director
<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>	

For Purchasing Department Use Only

Approved by Commissioners Court On:	<u>Agenda Item No. #</u>
Reviewed by Fuel Card Administrator:	<u>Yvonne Cindy Peña 11/8/24</u>
Cards Received by Dept on: _____	Date Returned/Cancelled: _____
Fuel Cards Received by Department: _____	Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No (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
115-3522	2009 Ford F-150 Crew Cab	1FTRW14879FA35530	48764 *Unit# 146	

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
*N/A				

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

Department:	Hidalgo County Facilities Management, 220		
Billing Address:	3100 S. Hwy 281, Ste. D, Edinburg, TX. 78539		
Fuel Card Request Submitted By:	Nelda Flores-Rios, Ext. 4354 <i>xx</i>		
	This person can not have use of the fuel card		
Phone Number:	(956) 289-7850, Ext. 4354	County Email:	
Web user Name:	N/A	Password:	N/A
Hidalgo Co Acct Number:	4-1100-419-40-220-001-0-626		
Approved By:	Russell Solis, Division Manager <i>Russell K Solis</i>		
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. #
Reviewed by Fuel Card Administrator:	<i>[Signature]</i> 1/23/24
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
103-8711	2008 Ford Van	1FMNE11L78DB33649	48100	
*Transfer from County Clerks Office			<i>#(Unit 148)</i>	

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)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy
N/A				



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
869320234	HIDALGO-FACILITIES MGMT	048764	ACTIVE	01/18/2024	115-3522	TX	1FTRW14879FA35530	09 FORD F-150
869320234	HIDALGO-FACILITIES MGMT	048100	ACTIVE	01/23/2024	103-8711	TX	1FMNE11L78DB33649	08 FORD VAN

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

Department:	Facilities Management		
Billing Address:	3100 S. Business Hwy. 281		
Fuel Card Manager:	Nelda Rios		
	This person can not have use of the fuel card		
Phone Number:	(956)289-7850		
Web user Name:	N/A	Password:	
Hidalgo Co Acct Number:	4-1100-419-40-220-001-0-626		
Requested By:	Russell Solis, Division Manager II <i>Russell Solis</i>		
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. #
Reviewed by Fuel Card Administrator:	<i>Yvonne Cindy Peña 11/1/24</i>
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No (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
Hector Bowie II	03-11-1992	251720		



Vehicle Report

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Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869309740	HIDALGO COUNTY FACILITIES	251720	ACTIVE	01/11/2024	BOWIE II	HECTOR	

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Department:	Facilities Management, 220		
Billing Address:	3100 S. Hwy 281, Ste. D		
Fuel Card Request Submitted By:	Nelda Flores-Rios		
	This person can not have use of the fuel card		
Phone Number:	(956) 289-7850, Ext. 4354	County Email:	
Web user Name:	N/A	Password:	N/A
Hidalgo Co Acct Number:	4-1100-419-40-220-001-0-626		
Approved By:	Russell Solis, Division Manager		
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. # _____
Reviewed by Fuel Card Administrator:	2/05/24
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
N/A				

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
Francisco Mar	05/15/72	260657	✓	
Ricardo Martinez	10/25/69	268100	✓	
Fernando Navarro	09/02/75	253545	✓	
Jimmy Rodriguez	06/02/68	138347	✓	

VOYAGER

Card Report

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Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869320234	HIDALGO-FACILITIES MGMT	260657	ACTIVE	02/05/2024	MAR	FRANCISCO	
869320234	HIDALGO-FACILITIES MGMT	268100	ACTIVE	02/05/2024	MARTINEZ	RICARDO	
869320234	HIDALGO-FACILITIES MGMT	138347	ACTIVE	02/05/2024	RODRIGUEZ	JIMMY	

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 Delete/Cancel Driver

Department:	Facilities Management		
Billing Address:	3100 S. Business Hwy 281, Ste. D		
Fuel Card Request Submitted By:	Nelda Flores-Rios <i>NFR</i>		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	(956)289-7850, Ext. 4354	County Email:	
Web user Name:	N/A	Password:	N/A
Hidalgo Co Acct Number:	4-1100-419-40-220-001-0-626		
Requested By:	Russell Solis, Division Manager <i>Russell Solis</i>		
<i>Original Signature is required Sign & Print Elected/Official Supervisor/Director</i>			
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Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	<i>Wynne Pen 3/13/24</i>
Cards Received by Dept on: _____	Date Returned/Cancelled: _____
Fuel Cards Received by Department: _____	Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No <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
N/A				

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
Alfaro, Arsenio III	06/29/1997	269190	✓	
Sanchez, Mario A.	10/10/1978	268399	✓	



Vehicle Report

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Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869320234	HIDALGO-FACILITIES MGMT	268399	ACTIVE	03/13/2024	SANCHEZ	MARIO	A
869320234	HIDALGO-FACILITIES MGMT	269190	ACTIVE	03/13/2024	ALFARO III	ARSENIO	