

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. BUSINESS HIGHWAY 281, EDINBURG, TX 78539 | | |
| Fuel Card Manager: | IRMA CELIA CASTILLO | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | (956)318-2840 | | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 3-1100-419-10-210-001-0-626 | | |
| Requested By: | Sign & Print Elected/Official Supervisor/Director | | |
| Original Signature is required 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. | | | |

For Purchasing Department Use Only

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|--------------------------------------|--|
| Approved by Commissioners Court On: | Agenda Item No. # Yvonne Cindy Peña 1/11/24 |
| 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) | <i>Purchasing Dept. Use Only</i> 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 (6 digits) | <i>DBM Use Only</i> License Verification | <i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy |
|---------------------|------------|-----------------------|---|--|
| Guillermo Rodriguez | 04/02/1982 | 204170 | | |
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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 |
|----------------|-------------------------|-----------|---------------|--------------------|------------------|-------------------|-----------------------|
| 869309740 | HIDALGO COUNTY Planning | 204170 | TERMINATED | 01/11/2024 | RODRIGUEZ | GULLERMO | A |

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

| | | | |
|---|---|------------------|--|
| Department: | PLANNING DEPT | | |
| Billing Address: | 2818 S. BUSINESS HIGHWAY 281, EDINBURG, TX 78539 | | |
| Fuel Card Manager: | IRMA CELIA CASTILLO | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | (956)318-2840 | | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 3-1100-419-10-210-001-0-626 | | |
| Requested By: | Sign & Print Elected/Official Supervisor/Director | | |
| Original Signature is required 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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| <i>For Purchasing Department Use Only</i> | |
| Approved by Commissioners Court On: | Agenda Item No. # |
| Reviewed by Fuel Card Administrator: | Yvonne Cindy Peña 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 (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 |
|---|--|-----------------------------------|-------------------------------------|--|
| 138-7097 Unit 90 | 2018 Chvrlt Slvrdo Truck | 3GCPCNEH6JG398295 | LE0057 | |
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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 (6 digits) | <i>DBM Use Only</i> License Verification | <i>Purchasing Dept. Use Only</i> Training Date & 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 |
|----------------|-------------------------|------------|----------------------------|---------------------|----------------|---------------|-------------------|---------------------|
| 869309740 | HIDALGO COUNTY-Planning | 900056 | TERMINATED | 01/11/2024 | EL1387097 | TX | 3GCPCNEH6JG398295 | 2018 CHEVY |

FUEL CREDIT CARD REQUEST FORM

LE0056 old Unit 88

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. BUSINESS HIGHWAY 281, EDINBURG, TX 78539 | | |
| Fuel Card Manager: | IRMA CELIA CASTILLO | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | (956)318-2840 | | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 3-1100-419-10-210-001-0-626 | | |
| Requested By: | | | 3-11-2024 |
| 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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| <i>For Purchasing Department Use Only</i> | |
| Approved by Commissioners Court On: | Agenda Item No. # |
| Reviewed by Fuel Card Administrator: | |
| Cards Received by Dept on: | Date Returned/Cancelled: 3/14/24 |
| 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 |
|---|--|-----------------------------------|-------------------------------------|---|
| 138-7096 Unit 88 | 2018 Chvrlt Slvrdo Truck | 3GCPCNEH7JG398175 | LE0056 | |
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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 (6 digits) | <i>DBM Use Only</i> License Verification | <i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy |
|-----------|-----|-----------------------|--|---|
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FUEL CREDIT CARD REQUEST FORM

New
2024 Chevrolet
LE3113 Truck
Unit 88

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 | | |
| Billing Address: | 2818 S. Business Hwy 281, Edinburg, Tx 78539 | | |
| Fuel Card Manager: | Irma Celia Castillo | | |
| | This person can not have use of the fuel card | | |
| Phone Number: | (956)318-2840 | County Email: | |
| Web user Name: | | Password: | |
| Hidalgo Co Acct Number: | 4-1100-419-10-210-001-0-626 | | |
| Requested By: | | | 3-11-2024 |
| | 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.

For Purchasing Department Use Only

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|--------------------------------------|---|--------------------------|--|
| Approved by Commissioners Court On: | | | |
| Reviewed by Fuel Card Administrator: | 3/18/24 | | |
| 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 <i>(Vehicle or Non-vehicle Equip.)</i> | VIN Number (N/A = Non-vehicle) | Purchasing Dept. Use Only Card Number |
|---|---|-----------------------------------|---|
| 4986D93 | 2024 Chevy Silverado 4x4 Crew Cab (LE3113) (UNIT 88) | 2GCUDAED8R1131248 | |
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| User Name | DOB | User ID <i>(6 digits)</i> | DBM Use Only License Verification | Purchasing Dept. Use Only Training Date & 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 | VIN | Vehicle Description |
|----------------|-------------------------|------------|----------------------------|---------------------|----------------|---------------|--------------------|---------------------|
| 869309740 | HIDALGO COUNTY-Planning | 090055 | TERMINATED | 03/14/2024 | EL138-7096 | TX | 3GCCPCNEH7JG398175 | 2018 CHEVY |
| 869309740 | HIDALGO COUNTY-Planning | 003113 | ACTIVE | 03/18/2024 | 498-6D93 | TX | 2GCUAED8R1131248 | 2024 CHEVY SILVER |