

# 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 Sheriff's Office               |                      |                            |
| <b>Billing Address:</b>   | P.O. Box 1228, Edinburg, Texas 78539          |                      |                            |
| <b>Fuel Card Manager:</b>   | Marcus Canales                                |                      |                            |
|   | This person can not have use of the fuel card |                      |                            |
| <b>Phone Number:</b>  | 956-393-6023                                  | <b>County Email:</b> | marcus.canales@hidalgo.org |
| <b>Web user Name:</b>   |   | <b>Password:</b>     |                            |
| <b>Hidalgo Co Acct Number:</b>  | 3-1100-421-00-280-001-0-626                   |                      |                            |
| <b>Requested By:</b>  | BUDGET MANAGER II                             |                      |                            |
| 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:      | 2/27/24  |
| 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) | 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 |
|-------------------|------------|-----------------------|---|---|
| Fernando Olivarez | 07/30/1982 | 4585                  |   |   |
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| <b>Department:</b>  | Hidalgo County Sheriff's Office               |   |                            |
| <b>Billing Address:</b>   | P.O. Box 1228, Edinburg, Texas 78539          |   |                            |
| <b>Fuel Card Manager:</b>   | Marcus Canales                                |   |                            |
|   | This person can not have use of the fuel card |   |                            |
| <b>Phone Number:</b>  | 956-393-6023                                  | <b>County Email:</b>                              | marcus.canales@hidalgo.org |
| <b>Web user Name:</b>   | <b>Password:</b> _____                        |   |                            |
| <b>Hidalgo Co Acct Number:</b>  | 48-1100-421-00-280-001-0-626                  |   |                            |
| <b>Requested By:</b>  | <i>Marcus Canales</i>                         |   | BUDGET MANAGER II          |
| 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:      | <i>Monne C. Perez</i> 2/21/24                                |
| 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) | 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 |
|---------------|-----------|-----------------------|---|---|
| Orlando Lopez | 3/26/1979 | 4997                  |   |   |
|               |           |                       |   |   |
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| <b>Department:</b>   | Hidalgo County Sheriff's Office      |  |                   |
| <b>Billing Address:</b>  | P.O. Box 1228, Edinburg, Texas 78539 |  |                   |
| <b>Fuel Card Manager:</b>  | Marcus Canales                       |  |                   |
| <b>Phone Number:</b>   | 956-393-6024                         | <small>This person can not have use of the fuel card</small> |                   |
| <b>Web user Name:</b>  |                                      | <b>County Email:</b> marcus.canales@hidalgo.org              |                   |
| <b>Hidalgo Co Acct Number:</b>   | 4-1100-421-00-280-001-0-626          |  |                   |
| <b>Requested By:</b>   | <i>Marcus Canales</i>                |  | BUDGET MANAGER II |
| <small>Original Signature is required</small>  |                                      |  |                   |
| <small>Sign &amp; 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> |                                      |  |                   |

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| <i>For Purchasing Department Use Only</i> |  |
| Approved by Commissioners Court On:       | Agenda Item No. #  |
| Reviewed by Fuel Card Administrator:      | <i>Yvonne Cindy Peña 3/2024</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><small>(N/A = Non-vehicle)</small> | Description<br><small>(Vehicle or Non-vehicle Equip.)</small> | VIN Number<br><small>(N/A = Non-vehicle)</small> | Asset Number<br><small>(N/A = Non-vehicle)</small> | <i>Purchasing Dept. Use Only</i><br><b>Card Number</b> |
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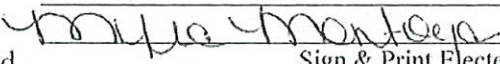
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| User Name            | DOB        | User ID<br><small>(6 digits)</small> | <i>DBM Use Only</i><br><b>License Verification</b> | <i>Purchasing Dept. Use Only</i><br><b>Training Date &amp; Signed Fuel Policy</b> |
|----------------------|------------|--------------------------------------|--|---|
| Jeffrey Jean Luevano | 01/08/1993 | 5034                                 |  |   |
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| <b>Billing Address:</b>   | P.O. Box 1228, Edinburg, Texas 78539   |   |                   |
| <b>Fuel Card Manager:</b>   | Marcus Canales   |   |                   |
|   | This person can not have use of the fuel card  |   |                   |
| <b>Phone Number:</b>  | 956-393-6024   | <b>County Email:</b> marcus.canales@hidalgo.org |                   |
| <b>Web user Name:</b>   | <b>Password:</b> _____   |   |                   |
| <b>Hidalgo Co Acct Number:</b>  | 4-1100-421-00-280-001-0-626  |   |                   |
| <b>Requested By:</b>  | <br>Sign & Print Elected/Official Supervisor/Director |   | BUDGET MANAGER II |
| Original Signature is required  |  |   |                   |
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| Approved by Commissioners Court On:       | Agenda Item No. # _____  |
| Reviewed by Fuel Card Administrator:      |  3/2024 |
| Cards Received by Dept on: _____          | Date Returned/Cancelled: _____   |
| Fuel Cards Received by Department: _____  | Sign & Print Authorized Elected Official/Supervisor/Director                             |

| Vehicle Plate No<br><small>(N/A = Non-vehicle)</small> | Description<br><small>(Vehicle or Non-vehicle Equip.)</small> | VIN Number<br><small>(N/A = Non-vehicle)</small> | Asset Number<br><small>(N/A = Non-vehicle)</small> | <i>Purchasing Dept.<br/>Use Only</i><br><b>Card Number</b> |
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| User Name      | DOB      | User ID<br><small>(6 digits)</small> | <i>DBM Use Only</i><br><b>License Verification</b> | <i>Purchasing Dept.<br/>Use Only</i><br><b>Training Date &amp; Signed Fuel Policy</b> |
|----------------|----------|--------------------------------------|--|---|
| Juan J Vasquez | 9/8/1972 | 2256                                 |  |   |
|                |          |                                      |  |   |
|                |          |                                      |  |   |
|                |          |                                      |  |   |
|                |          |                                      |  |   |