

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:	CONSTABLES PCT 5		
Billing Address:	PO BOX 1279 ELSA, TX 78543		
Fuel Card Manager:	CYNTHIA C. PEREZ		
	This person can not have use of the fuel card		
Phone Number:	956-262-4200	County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:			
Requested By:	DANIEL MARICHALAR, CONSTABLE <i>Daniel Marichalar</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: # AI-96163 CC:08062024
Reviewed by Fuel Card Administrator:	<i>Yvonne Cindy Peña 6/26/24 - 7/23/24</i>
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No (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
TX-VJK-9259	2024 CHEVY SILVERADO	3GCPABEK9RG158685	87020	<i>1500017 500015 lost</i>
TX-159-4372	2023 DODGE CHARGER	2C3CDXAT7PH663854	87021	<i>500018 500016 - lost</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)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy



Driver Listing Report
Report Date: 06/13/2024

Driver Listing Report

Report Date: 06/13/2024

Total Records for Report: 1

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name
869389585	HIDALGO CONSTABLE PCT 5	266345	ACTIVE	04/03/2024	SANDOVAL	KARINA

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

Department: 2095 - Constables Pct 5

Billing Address: P.O. Box 1279 Elsa, TX 78543

Fuel Card Manager: Cynthia C - Perez

This person can not have use of the fuel card

Phone Number: (956) 262-4200

Web user Name: _____ Password: _____

Hidalgo Co Acct Number: _____

Requested By: Daniel Manichala Daniel Manichala

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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Reviewed by Fuel Card Administrator: Yvonne Cindy Peña 4/03/24

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

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
<u>Ranina Sandoval</u>	<u>2/9/2000</u>	<u>266345</u> 266345		