

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:	Constable Pct. 3		
Billing Address:	730 N. Breyfogle Suite B Mission, TX 78574		
Fuel Card Manager:	Leidy Roque		
Phone Number:	956-581-4800	County Email:	leidy.roque@co.hidalgo.tx.us
Web user Name:		Password:	
Hidalgo Co Acct Number:			
Requested By:	Eldon Dum	Eldon Dum	
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:	Yvonne C. Peña 7/31/24
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

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
Rafael Ochoa		011509 ✓		
Rene Gonzalez		0114314 ✓		
Joel Contreras		078438 ✓		
Buben Salinas		114596 ✓		

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 Delete/ Cancel Card
 Delete/Cancel Driver

Department:	_____		
Billing Address:	_____		
Fuel Card Manager:	_____		
	This person can not have use of the fuel card		
Phone Number:	_____		County Email:
Web user Name:	_____		Password:
Hidalgo Co Acct Number:	_____		
Requested By:	_____		
Original Signature is required	Sign & Print Elected/Official Supervisor/Director		
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User Name	DOB	User ID <small>(6 digits)</small>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
<i>Alvin Patina</i>		<i>115495</i> ✓		
<i>Rafael Ochoa</i>		<i>115509</i> ✓		
<i>Richard Flores</i>		<i>149993</i> ✓		
<i>Leedy Ortiz</i>		<i>170909</i> ✓		
<i>Eric Flores</i>		<i>171972</i> ✓		

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Department:	_____		
Billing Address:	_____		
Fuel Card Manager:	_____		
	This person can not have use of the fuel card		
Phone Number:	_____		County Email:
Web user Name:	_____		Password:
Hidalgo Co Acct Number:	_____		
Requested By:	_____		
Original Signature is required	Sign & Print Elected/Official Supervisor/Director		
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User Name	DOB	User ID <small>(6 digits)</small>	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
<i>Rodolfo Trevino</i>		<i>182052</i> ✓		
<i>Selena Garcia</i>		<i>193607</i> ✓		
<i>Arnold Salazar</i>		<i>222879</i> ✓		

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Department:	Constable Pct 3.		
Billing Address:	730 N. Breyfogle Suite B Mission, TX 78574		
Fuel Card Manager:	Leidy Roque		
Phone Number:	952 581-0800	County Email:	leidy.roque@co.hidalgo.tx.us
Web user Name:		Password:	
Hidalgo Co Acct Number:			
Requested By:	Eldon Dunn <i>Eldon Dunn</i>		
Original Signature is required		Sign & Print Elected/Official Supervisor/Director	
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<i>Eldon Dunn</i>	<i>5/28/1971</i>	<i>018646</i> ✓		
<i>Christian Castillo</i>	<i>9/17/88</i>	<i>225622</i> ✓		
<i>Leidy Roque</i>	<i>07/23/92</i>	<i>210554</i> ✓		

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 Delete/Cancel Driver

Department:	CONSTABLE PCT. 3		
Billing Address:	730 N. BREYFOGLE SUITE B MISSION, TX 78572		
Fuel Card Manager:	LEIDY ROQUE		
	This person can not have use of the fuel card		
Phone Number:	(956)581-6800	County Email:	
Web user Name:		Password:	
Hidalgo Co Acct Number:			
Requested By:	ELDON DUNN <i>Eldon Dunn</i>		
	Sign & Print Elected/Official Supervisor/Director		

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Kimberly Echavarria		115487		

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869320200	HIDALGO CONSTABLE PCT 3	011509	TERMINATED	07/31/2024	OCHOA	RAFAEL	
869320200	HIDALGO CONSTABLE PCT 3	016314	TERMINATED	07/31/2024	GONZALEZ	RENE	
869320200	HIDALGO CONSTABLE PCT 3	078638	TERMINATED	07/31/2024	CONTRERAS	JOEL	
869320200	HIDALGO CONSTABLE PCT 3	078646	ACTIVE	07/31/2024	DUNN	ELDON	
869320200	HIDALGO CONSTABLE PCT 3	114596	TERMINATED	07/31/2024	SALINAS	RUBEN JR	
869320200	HIDALGO CONSTABLE PCT 3	115487	TERMINATED	09/24/2024	ECHAVARRIA	KIMBERLY	
869320200	HIDALGO CONSTABLE PCT 3	115495	TERMINATED	07/31/2024	PATINA	ALVIN III	
869320200	HIDALGO CONSTABLE PCT 3	115509	TERMINATED	07/31/2024	OCHOA	RAFEAL	
869320200	HIDALGO CONSTABLE PCT 3	149993	TERMINATED	07/31/2024	FLOREZ	RICHARD	
869320200	HIDALGO CONSTABLE PCT 3	170909	TERMINATED	07/31/2024	ORTIZ	LEROY	
869320200	HIDALGO CONSTABLE PCT 3	171972	TERMINATED	07/31/2024	FLORES	ERIC	
869320200	HIDALGO CONSTABLE PCT 3	182052	TERMINATED	07/31/2024	TREVINO	RODOLFO	
869320200	HIDALGO CONSTABLE PCT 3	193607	TERMINATED	07/31/2024	GARZA	SELENA	
869320200	HIDALGO CONSTABLE PCT 3	210854	ACTIVE	07/31/2024	ROQUE	LEIDY	
869320200	HIDALGO CONSTABLE PCT 3	222879	TERMINATED	07/31/2024	SALAZAR	ARNOLD	
869320200	HIDALGO CONSTABLE PCT 3	225622	ACTIVE	07/31/2024	CASTILLO	CHRISTIAN	

Total Records for Report: 16