

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:	Elections		
Billing Address:	213 S. Closner Blvd. Edinburg TX. 78539-4558		
Fuel Card Manager:	Belinda Sagredo		
	This person can not have use of the fuel card		
Phone Number:	956-318-2570	County Email:	belinda.sagredo@co.hidalgo.tx.us
Web user Name:		Password:	
Hidalgo Co Acct Number:	4-1100-414-00-130-001-0-626		
Requested By:	Hilda A. Salinas, Elections Administrator		
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:	
Cards Received by Dept on:	<u>9/03/24 / 9/10/24</u> 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
1420334	2020 Ford F150	1FTEW1CB1LKE65855	LE0216	000626
1594388	2024 Ford Expedition	1FMJK1H89REA30415	87109	500627
1594387	2024 Ford F-250	1FT8W2BT7REC06436	87110	500628

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



Vehicle Listing Report
Report Date 09/17/2024

Vehicle Listing Report

Report Date 09/16/2024

Total Records for Report: 3

Account Number	Account Name	Vehicle ID	Vehicle Status	Vehicle Status Date	License Number	License State	VIN	Vehicle Description
869309740	HIDALGO COUNTY- ELECTIONS DEPT	010216	ACTIVE	08/29/2024	142-0334	TX	1FTEW1CB1LKE65855	20 FORD F150
869309740	HIDALGO COUNTY- ELECTIONS DEPT	087109	ACTIVE	09/06/2024	159-4388	TX	1FMJK1H89REA30415	24 FORDEXPEDITION
869309740	HIDALGO COUNTY- ELECTIONS DEPT	087110	ACTIVE	09/06/2024	159-4387	TX	1FT8W2BT7REC06436	24 FORD F-250

FUEL CREDIT CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business 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: Hidalgo County Elections

Billing Address: _____

Fuel Card Manager: Belinda Sandoval

This person can not have use of the fuel card

Phone Number: 756 3182570

Web user Name: _____ Password: _____

Hidalgo Co Acct Number: _____

Requested By: Hilda A Salinas

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.

For Purchasing Department Use Only

Approved by Commissioners Court On: Agenda Item No. #

Reviewed by Fuel Card Administrator: Yvonne Cindy Peña 9/03/24

Cards Received by Dept on: _____ Date Returned/Cancelled: _____

Fuel Cards Received by Department: _____
 Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No (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
<u>Madison Leal</u>	<u>12/10/01</u>	<u>267830</u>		

FUEL CREDIT CARD REQUEST FORM

Purpose: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business 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: Electrons Dept. (130)

Billing Address: _____

Fuel Card Manager: Belinda Segredo

✓ This person can not have use of the fuel card

Phone Number: 9563182570

Web user Name: _____ Password: _____

Hidalgo Co Acct Number: _____

Requested By: Hilda A. Salinas Hilda A. Salinas

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.

For Purchasing Department Use Only

Approved by Commissioners Court On: Agenda Item No. #

Reviewed by Fuel Card Administrator: Yvonne C. Peña 9/23/24

Cards Received by Dept on: _____ Date Returned/Cancelled: _____

Fuel Cards Received by Department: _____

Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No <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>Erik Pina</u>	<u>5/11/01</u>	<u>262455</u>		



Driver Listing Report
Report Date: 09/17/2024

Driver Listing Report

Report Date: 09/17/2024

Total Records for Report: 1

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869309740	HIDALGO COUNTY- ELECTIONS DEPT	267830	ACTIVE	09/03/2024	LEAL	MADISON	



Driver Listing Report
Report Date: 09/23/2024

Driver Listing Report

Report Date: 09/23/2024

Total Records for Report: 1

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869309740	HIDALGO COUNTY- Elections Dept	262455	ACTIVE	09/23/2024	PINA	ERIK	