

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:	Hidalgo County Emergency Management		
Billing Address:	2812 S. Bus Hwy 281, Edinburg, TX 78539		
Fuel Card Manager:	Sonia Gonzalez		
	This person can not have use of the fuel card		
Phone Number:	(956) 318-2615		
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320226		
Requested By:	Ricardo Saldaña, Emergency Management Coordinator 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.			

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	<i>Vonne C. Peña 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)	<i>Purchasing Dept. Use Only</i> Card Number
1596507	2024 CHEVY 1500	3GCUDAED8RG283635	86941	<i>600046</i>
1596508	2024 CHEVY 1500	3GCUDAED5RG283642	86940	<i>600047</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)	<i>DBM Use Only</i> License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy

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Approved by Commissioners Court On:	Agenda Item No. #		
Reviewed by Fuel Card Administrator:	Yvonne Cindy Peña 7/25/24		
Cards Received by Dept on:	7/29/24	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>	<i>Purchasing Dept. Use Only</i> Card Number
1596513	2024 CHEVY 2500	2GC4YLE74R1233852	87297	600048

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.

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Approved by Commissioners Court On:	Agenda Item No. #		
Reviewed by Fuel Card Administrator:	Yvonne C. Peña 8-27-24		
Cards Received by Dept on:		Date Returned/Cancelled:	8/27/24
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
BW31228	2007 Hummer H3	5GTDN13E778234043	56524	600038

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Web user Name:	_____	Password:	_____
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Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	<i>Yvonne C. Peña 9/10/24</i>
Cards Received by Dept on:	<i>9/10/24</i> 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
1596533	Chevy Silverado 1500	3GCUDAED5RG283639	86939	<i>600049</i>

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User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	<i>Purchasing Dept. Use Only</i> Training Date & Signed Fuel Policy



Vehicle Listing Report
Report Date 09/16/2024

Vehicle Listing Report
Report Date 09/16/2024
Total Records for Report: 5

Account Number	Account Name	Vehicle ID	Vehicle Status Description	Vehicle Status Date	License Number	License State	VIN	Vehicle Description
869320226	HIDALGO-EMERGENCY MGMT	086939	ACTIVE	09/06/2024	159-6533	TX	3GCUDAED5RG283639	1500 CHEVY SILVER
869320226	HIDALGO-EMERGENCY MGMT	086940	ACTIVE	7/23/2024	159-6508	TX	3GCUDAED5RG283642	24 CHEV 1500
869320226	HIDALGO-EMERGENCY MGMT	086941	ACTIVE	7/23/2024	159-6507	TX	3GCUDAED8RG283635	24 CHEV SILVERADO
869320226	HIDALGO-EMERGENCY MGMT	087297	ACTIVE	7/25/2024	159-6513	TX	2GC4YLE74R1233852	24 CHEVY SIL 2500
869320226	HIDALGO-EMERGENCY MGMT	312458	TERMINATED	8/27/2024	BW3-1228	TX	5GTDN18E778234043	2007 HUMMER H3

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Eric Cantu	09/09/1996	248037		



Driver Listing Report

Report Date: 09/25/2024

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869320226	HIDALGO-EMERGENCY MGMT	248037	ACTIVE	09/25/2024	CANTU	ERIC	
Total Records for Report:		1					