


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
 X- Add Driver Pin
 Delete/ Cancel Card
 Delete/Cancel Driver

Department:	Hidalgo County Head Start Program		
Billing Address:	PO Box 0117 Edinburg, Texas 78540		
Fuel Card Manager:	Ana Quiroz		
	This person can not have use of the fuel card		
Phone Number:	(956) 383-0706		
Web user Name:		Password:	
Hidalgo Co Acct Number:	869320259		
Requested By:	 Anacera C. Sierra 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:	Yvonne C. Peña 8/02/24
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

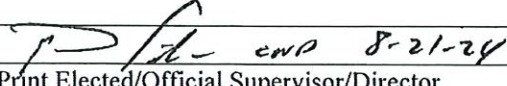
List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving 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
Ramiro Guerrero	06/07/1965	005851		

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

Department:	Hidalgo Co. Head Start Program, Child Nutrition Dept.		
Billing Address:	1901 W. State Hwy 107, McAllen, TX 78504		
Fuel Card Manager:	_____		
	This person can not have use of the fuel card		
Phone Number:	(956) 383-0706	County Email:	_____
Web user Name:	_____	Password:	_____
Hidalgo Co Acct Number:	869320259		
Requested By:	Gilbert Silva	 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 # _____
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 (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN 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
Juan Manuel Parra	7/13/1979	005487 ✓		
Tim Perez	5/02/1965	005543 ✓		



Driver Listing Report

Report Date: 09/23/2024

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869320259	HIDALGO HEAD START PROG	005487	ACTIVE	09/23/2024	PARRA	JUAN	M
869320259	HIDALGO HEAD START PROG	005543	ACTIVE	09/23/2024	PEREZ	TIM	
869320259	HIDALGO HEAD START PROG	005851	ACTIVE	08/02/2024	GUERRERO	RAMIRO	
Total Records for Report:		3					