

# 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

<b>Department:</b>	Hidalgo County Adult Probation		
<b>Billing Address:</b>	P.O. Box 970 Edinburg, Texas 78540		
<b>Fuel Card Manager:</b>	Rosario Castilleja		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956.587.6009 county email:Rosario.castilleja@hidalgocountyescd.org		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	X-1297-423-51-320-002-X-626, X-1297-423-51-320-020- <del>X</del> -626, X-1289-423-00-320-034- <del>X</del> 626		
<b>Requested By:</b>	Rosario Castilleja	<i>Rosario Castilleja</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. #
Reviewed by Fuel Card Administrator:	<i>Wonne Cindy Pena 7/16/24</i>
Cards Received by Dept on:	<i>7/18/24</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)	Purchasing Dept. Use Only Card Number
159-6506	2024 Ford Escape	1FMCU0GN7RUA76612	AA87711	<i>600051</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

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<b>Phone Number:</b>	956.587.6009 county email:Rosario.castilleja@hidalgocountycsd.org		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	X-1297-423-51-320-002-X-626, X-1297-423-51-320-020- <del>X</del> -626, X-1289-423-00-320-034-X-626		
<b>Requested By:</b>	Rosario Castilleja	<i>Rosario Castilleja</i> Sign & Print Elected/Official Supervisor/Director	
<i>Original Signature is required</i>			
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Approved by Commissioners Court On:	<i>Agenda Item No. #</i>
Reviewed by Fuel Card Administrator:	<i>Yvonne C. Peña 9/23/24</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
113-2157	2012 Ford Escape	1FMCU0DG6CKC47844	AA00-2155	<i>600014</i>
138-6303	2018 Chevy Malibu	1G1ZC5ST2JF230228	Leased vehicle	<i>600030</i>
132-0225	2008 Ford Expedition	1FMFU15568LA86753	AA00-1861	<i>600013</i>

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**VOYAGER**Vehicle Listing Report  
Report Date 09/16/2024

## Vehicle Listing Report

Report Date 09/23/2024

Total Records for Report: 4

Account Number	Account Name	Vehicle ID	Vehicle Status Description	Vehicle Status Date	License Number	License State	VIN	Vehicle Description
869320176	HIDALGO-ADULT PROBATION	000263	TERMINATED	09/23/2024	132-0225	TX	1FMFU15564LA86753	2008 EXPEDITION
869320176	HIDALGO-ADULT PROBATION	000264	TERMINATED	9/23/2024	113-2157	TX	1FMCU0DG6CKC47844	2012 FORD ESCAPE
869320176	HIDALGO-ADULT PROBATION	008771	ACTIVE	7/16/2024	159-6506	TX	1FMCU0GN7RUA76612	24 FORD ESCAPE
869320176	HIDALGO-ADULT PROBATION	900060	TERMINATED	9/23/2024	EL138-6303	TX	1G1ZC5ST2JF230228	2018 CHEVY MALIBU

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  Delete/Cancel Driver

<b>Department:</b>	ADULT PROBATION		
<b>Billing Address:</b>	3100 SOUTH BUS. 281 EDINBURG TEXAS 78541		
<b>Fuel Card Manager:</b>	JANIE MEDRANO		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-587-6141		
<b>Web user Name:</b>	<b>Password:</b>		
<b>Hidalgo Co Acct Number:</b>	X-1297-423-51-320-002-X-626; X-1297-423-51-320-020-X-626; X-1289-423-00-320-034-X-626		
<b>Requested By:</b>	Faustino Lopez -Director Sign & Print Elected/Official Supervisor/Director		

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*For Purchasing Department Use Only*

Approved by Commissioners Court On: \_\_\_\_\_

Reviewed by Fuel Card Administrator: Yvonne C. Peña 7/15/24

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

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Albino Cantú	6/21/1959	032662		
Andre M. Redditt	7/16/79	271730		

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  Delete/Cancel Driver

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<b>Billing Address:</b>	3100 SOUTH BUS. 281 EDINBURG TEXAS 78541		
<b>Fuel Card Manager:</b>	JANIE MEDRANO		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-587-6141		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	<input checked="" type="checkbox"/> -1297-423-51-320-002- <del>X-626</del> ; <input checked="" type="checkbox"/> -1289-423-00-320-034- <del>X-626</del>	<input checked="" type="checkbox"/> -1297-423-51-320-020- <del>X-626</del> ; [Signature]	<input checked="" type="checkbox"/> -626; [Signature]
<b>Requested By:</b>	Faustino Lopez -Director		
	Sign & Print Elected/Official Supervisor/Director		

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Approved by Commissioners Court On: \_\_\_\_\_

Reviewed by Fuel Card Administrator: Yvonne C. Peña 7/15/24

Cards Received by Dept on: \_\_\_\_\_ Date Returned/Cancelled: \_\_\_\_\_

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Ramos, Madison	7/8/1999	272140		

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  Delete/Cancel Driver

<b>Department:</b>	ADULT PROBATION		
<b>Billing Address:</b>	3100 SOUTH BUS. 281 EDINBURG TEXAS 78541		
<b>Fuel Card Manager:</b>	JANIE MEDRANO		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-587-6141		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	<del>X</del> -1297-423-51-320-002- <del>X</del> -626;	<del>X</del> -1297-423-51-320-020- <del>X</del> -626;	
	<del>X</del> -1289-423-00-320-034- <del>X</del> -626		
<b>Requested By:</b>	Faustino Lopez -Director		
	Sign & Print Elected/Official Supervisor/Director		

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Approved by Commissioners Court On: \_\_\_\_\_

Reviewed by Fuel Card Administrator: Yvonne C. Peña Tlislay

Cards Received by Dept on: \_\_\_\_\_ Date Returned/Cancelled: \_\_\_\_\_

Fuel Cards Received by Department: \_\_\_\_\_

Sign & Print Authorized Elected Official/Supervisor/Director

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User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
JUAN ANTHONY PENA	5/5/2005	270229		
LETICIA CASTILLO	8/26/1994	237949		

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<b>Fuel Card Manager:</b>	JANIE MEDRANO		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	956-587-6141		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	<del>X</del> 1297-423-51-320-002- <del>X</del> 626;	<del>X</del> 1297-423-51-320-020- <del>X</del> 626;	
	<del>X</del> 1289-423-00-320-034- <del>X</del> 626		
<b>Requested By:</b>	Faustino Lopez -Director		
	<small>Sign &amp; Print Elected/Official Supervisor/Director</small>		

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max 10/24/24

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Reviewed by Fuel Card Administrator:	Wonne C. Peña 7/15/24
Cards Received by Dept on: _____	Date Returned/Cancelled: _____
Fuel Cards Received by Department: _____	<small>Sign &amp; Print Authorized Elected Official/Supervisor/Director</small>

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JOSEPH Iram Arcellano	10/22/1996	270709		
Karla Janeth Chapa	11/17/2000	270717		
Jose Antonio Martinez Jr.	2/13/2003	270741		
Shyla de la Garza	5/7/1997	270725		

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<b>Web user Name:</b>	Password:		
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<b>Requested By:</b>	Faustino Lopez -Director		
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Approved by Commissioners Court On: \_\_\_\_\_

Reviewed by Fuel Card Administrator: Wonne C. Peña 7/15/24

Cards Received by Dept on: \_\_\_\_\_ Date Returned/Cancelled: \_\_\_\_\_

Fuel Cards Received by Department: \_\_\_\_\_

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Justin James Chace	10/15/2000	271233		

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<b>Requested By:</b>	Faustino Lopez -Director Sign & Print Elected/Official Supervisor/Director		
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Reviewed by Fuel Card Administrator:	Yvonne C. Peña 7/31/24
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CAROLINA ALVARDAN.	11/28/1998	273015		

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<b>Web user Name:</b>	Password:		
<b>Hidalgo Co Acct Number:</b>	<del>2-1297-423-51-320-002-A-626;</del>	<del>2-1297-423-51-320-020-A-626;</del>	<i>ms 12/21/24</i>
	<del>2-1289-423-00-320-034-A-626</del>		
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JORGE ALBERTO GUAJARDO	7/2/1965	024414 ✓		
ROBERT LIZCANO	9/19/1970	072583		
MAGRACIELA RODRIGUEZ	1/19/1971	268488		
DAISY ESMERALDA FLORES	12/24/1998	268534		

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<b>Hidalgo Co Acct Number:</b>	X 1297-423-51-320-002-A-626; X 1297-423-51-320-020-A-626; X 1289-423-00-320-034-A-626		
<b>Requested By:</b>	Faustino Lopez- Director <span style="float: right;">10/28/24</span>		
	Sign & Print Elected/Official Supervisor/Director		
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JOSE LUIS SANCHEZ	10/05/1992	271241		
EDUARDO JAIME VASQUEZ	3/1/1994	271470		

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<b>Hidalgo Co Acct Number:</b>	<del>X</del> 1297-423-51-320-002-2626;	<del>X</del> 1297-423-51-320-020-2626;	<i>new 10/29/24</i>
	<del>X</del> 1289-423-00-320-034-2626		
<b>Requested By:</b>	Faustino Lopez- Director		
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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
<i>Esteban de Jesús Rodriguez</i>	<i>1/26/1988</i>	<i>261572</i>		

# 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

<b>Department:</b>	ADULT PROBATION		
<b>Billing Address:</b>	3100 SOUTH BUS. 281 EDINBURG TEXAS 78541		
<b>Fuel Card Manager:</b>	JANIE MEDRANO		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-587-6141		
<b>Web user Name:</b>	Password:		
<b>Hidalgo Co Acct Number:</b>	<del>X</del> -1297-423-51-320-002-626;	<del>X</del> -1297-423-51-320-020-626;	<i>me 10/28/12</i>
	<del>X</del> -1289-423-00-320-034-626		
<b>Requested By:</b>	Faustino Lopez- Director		
	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:	
Reviewed by Fuel Card Administrator:	<i>Yvonne C. Peña 7/31/12</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)	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
Nora Elizabeth Aguirre	1/24/1977	164321		



Driver Listing Report  
Report Date: 09/16/2024

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869320176	HIDALGO-ADULT PROBATION	024414	TERMINATED	07/15/2024	GUAJARDO	JORGE	
869320176	HIDALGO-ADULT PROBATION	032662	ACTIVE	07/15/2024	CANTU	ALBINO	
869320176	HIDALGO-ADULT PROBATION	072583	TERMINATED	07/15/2024	LIZCANO	ROBERT	
869320176	HIDALGO-ADULT PROBATION	164321	TERMINATED	07/31/2024	AGUIRRE	NORA	E
869320176	HIDALGO-ADULT PROBATION	237949	ACTIVE	07/15/2024	CASTILLO	LETICIA	
869320176	HIDALGO-ADULT PROBATION	261572	TERMINATED	07/31/2024	DE JESUS ROD	ESTEBAN	
869320176	HIDALGO-ADULT PROBATION	268488	TERMINATED	07/15/2024	RODRIGUEZ	MAGRACIELA	
869320176	HIDALGO-ADULT PROBATION	268534	TERMINATED	07/15/2024	FLORES	DAISY	E
869320176	HIDALGO-ADULT PROBATION	270229	ACTIVE	07/15/2024	PENA	JUAN	A
869320176	HIDALGO-ADULT PROBATION	270709	ACTIVE	07/15/2024	ARELLANO	JOSEPH	I
869320176	HIDALGO-ADULT PROBATION	270717	ACTIVE	07/15/2024	CHAPA	KARLA	J
869320176	HIDALGO-ADULT PROBATION	270725	ACTIVE	07/15/2024	DE LA GARZA	SHYLA	
869320176	HIDALGO-ADULT PROBATION	270741	ACTIVE	07/15/2024	MARTINEZ JR	JOSE	A
869320176	HIDALGO-ADULT PROBATION	271233	ACTIVE	07/15/2024	CHACE	JUSTIN	J
869320176	HIDALGO-ADULT PROBATION	271241	TERMINATED	07/15/2024	SANCHEZ	JOSE	L
869320176	HIDALGO-ADULT PROBATION	271470	TERMINATED	07/15/2024	VASQUEZ	EDUARDO	J
869320176	HIDALGO-ADULT PROBATION	271730	ACTIVE	07/15/2024	REDDITT	ANDRE	M
869320176	HIDALGO-ADULT PROBATION	272140	ACTIVE	07/15/2024	RAMOS	MADISON	
869320176	HIDALGO-ADULT PROBATION	273015	ACTIVE	07/31/2024	ALVARRAN	CAROLINA	

Total Records for Report: 19