

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 Juvenile Department		
Billing Address:	1001 N Doolittle Rd Edinburg, TX 78540		
Fuel Card Manager:	Juan Tijerina		
	This person can not have use of the fuel card		
Phone Number:	(956)587-6200	County Email:	cynthia.paslak@jpd.co.hidalgo.tx.us
Web user Name:	Password: _____		
Hidalgo Co Acct Number:	4-1100-423-79-330-001-4-622		
Requested By:	Cindy Paslak		
Original Signature is required	Sign & Print Elected/Official Supervisor/Director Maryann Denner		
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>Yvonne Cindy Pena 8/10/24</i>
Cards Received by Dept on:	<i>8/13/24</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
<i>5867440</i>	2024 Ford F-150	1FTEW1KP3RKE47332 ✓	LE3129	<i>50023</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
Joan Ardila	09/13/90	235865 ✓		
Jose Luis Pulido	11/27/64	172367 ✓		



Driver Listing Report
Report Date: 09/17/2024

Driver Listing Report

Report Date: 09/17/2024

Total Records for Report: 2

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869309740	HIDALGO COUNTY- JUVENILE DEPT	235865	ACTIVE	08/08/2024	ARDILA	JOAN	
869309740	HIDALGO COUNTY- JUVENILE DEPT	172367	ACTIVE	08/08/2024	PULIDO	JOSE	L

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Department:	Hidalgo County Juvenile Department		
Billing Address:	1001 N Doolittle Rd Edinburg, TX 78540		
Fuel Card Manager:	Juan Tijerina		
	This person can not have use of the fuel card		
Phone Number:	(956)587-6200	County Email:	cynthia.paslak@jpd.co.hidalgo.tx.us
Web user Name:	Password: _____		
Hidalgo Co Acct Number:	4-1100-423-79-330-001-4-622		
Requested By:	Cindy Paslak		
Original Signature is required Sign & Print Elected/Official Supervisor/Director Maryann Denner			
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 Peña 8/10/24</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
1420327	2020 Ford F-150	1FTEW1CB4LKE6848	LE0220	<i>500571</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



Vehicle Listing Report
Report Date 09/17/2024

Vehicle Listing Report
Report Date 09/19/2024
Total Records for Report: 2

Account Number	Account Name	Vehicle ID	Vehicle Status Description	Vehicle Status Date	License Number	License State	VIN	Vehicle Description
869309740	HIDALGO COUNTY-JUVENILE DEPT	030001	TERMINATED	08/07/2024	EL142-0327	TX	1FTEW1CB4LKE65848	2020 FORD F-150
869309740	HIDALGO COUNTY-JUVENILE DEPT	003129	ACTIVE	8/8/2024	586-7440	TX	1FTEW1KP3RKE47332	2024 FORD F-150

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Add Vehicle Card
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 Delete/ Cancel Card
 Delete/Cancel Driver

Department:	Juvenile Probation		
Billing Address:	1711 N. Bridge Ave Westaco, Tx 78599		
Fuel Card Manager:	Johnny Tijerina <small>This person can not have use of the fuel card</small>		
Phone Number:	(956) 969-4908	County Email:	lunn.tijerina@jpd.co.hidalgo.tx.us
Web user Name:	N/A	Password:	N/A
Hidalgo Co Acct Number:	4-1100-423-78-330 or 028-4-626		
Requested By:	Yumica Castillo		
<small>Original Signature is required</small>			
<small>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.</small>			

<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	Yvonne C. Peña 9/24/24
Cards Received by Dept on:	Date Returned/Cancelled: 9/24/24
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
106-2173	2009 Ford E350 van	1FBSS31L9DA49638	LE 49595	000583

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

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

Report Date 09/24/2024

Total Records for Report: 1

Account Number	Account Name	Vehicle ID	Vehicle Status Description	Vehicle Status Date	License Number	License State	VIN	Vehicle Description
869309740	HIDALGO COUNTY-JUVENILE PROBATION	000135	TERMINATED	09/24/2024	106-2173	TX	1FBSS31L79DA49638	209 E -350 FORD