

# 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>	PLANNING DEPT		
<b>Billing Address:</b>	2818 S. BUSINESS HIGHWAY 281, EDINBURG, TX 78539		
<b>Fuel Card Manager:</b>	IRMA CELIA CASTILLO		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	(956)318-2840		
<b>Web user Name:</b>		<b>Password:</b>	
<b>Hidalgo Co Acct Number:</b>	4-1100-419-10-210-001-0-626		
<b>Requested By:</b>	7/9/2024		
<b>Original Signature is required</b>	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:	<b>Agenda Item No. #</b>
Reviewed by Fuel Card Administrator:	<i>Yvonne C. Peña 7/09/24</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> <b>Card Number</b>

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> <b>License Verification</b>	<i>Purchasing Dept. Use Only</i> <b>Training Date &amp; Signed Fuel Policy</b>
Angel De La Cerda	11/01/1982	265551		

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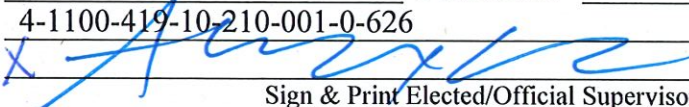
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Isidro Casanova	03/04/1967	079375		

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Approved by Commissioners Court On:	<b>Agenda Item No. #</b>
Reviewed by Fuel Card Administrator:	<b>Wonne C. Peña 7/15/24</b>
Cards Received by Dept on: _____	Date Returned/Cancelled: _____
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Gilberto Mata	12/25/1980	220299		



**Driver Listing Report**  
Report Date: 09/17/2024

Planning Dept

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869309740	HIDALGO COUNTY	079375	ACTIVE	07/09/2024	CASANOVA	ISIDRO	
869309740	HIDALGO COUNTY	220299	TERMINATED	07/15/2024	MATA	GILBERT	
869309740	HIDALGO COUNTY	265551	ACTIVE	07/09/2024	DE LA CERDA	ANGEL	
Total Records for Report:		3					