

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 Purchasing Department		
Billing Address:	2812 S Business Hwy 28 Edinburg, Tx 78539		
Fuel Card Manager:	Yvonne Cindy Peña		
	This person can not have use of the fuel card		
Phone Number:	(956)318-2626	County Email:	yvonne.pena@co.hidalgo.tx.us
Web user Name:		Password:	
Hidalgo Co Acct Number:	4-1100-415-18-160-001-0-626		
Requested By:	Dina R. Treviño		
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:	8/09/24
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
Jose Castillo	10/28/1995	236896		



Driver Listing Report
Report Date: 09/17/2024

Driver Listing Report

Report Date: 09/17/2024

Total Records for Report: 1

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869309740	HIDALGO COUNTY- PURCHASING	236896	ACTIVE	08/09/2024	CASTILLO	JOSE	

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	This person can not have use of the fuel card		
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Web user Name:		Password:	
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<i>For Purchasing Department Use Only</i>	
Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	<i>Yvonne Cindy Peña 8/22/24</i>
Cards Received by Dept on:	<i>8/22/24</i> 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>	Purchasing Dept. Use Only Card Number
LVB-1788	2015 CHEVY 1500 PICKUP CREW CAB	3GCPCPEC7FG434261	063435	<i>003435</i>

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



Vehicle Listing Report
Report Date 10/01/2024

Vehicle Listing Report
Report Date 10/01/2024
Total Records for Report: 1

Account Number	Account Name	Vehicle ID	Vehicle Status	Vehicle Status Date	License Number	License State	VIN	Vehicle Description
869309740	HIDALGO COUNTY- Purchasing Dept	063435	ACTIVE	08/20/2024	LVB-1788	TX	3GCPCEC7FG434261	15 CHEVY SILVERADO