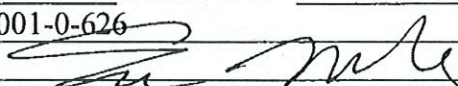


# FUEL CREDIT CARD REQUEST FORM

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 Tax Office                     |  |                                 |
| <b>Billing Address:</b>   | 2804 S Bus Hwy 281 Edinburg, TX 78539         |  |                                 |
| <b>Fuel Card Manager:</b>   | Alejandro Bazan                               |  |                                 |
|   | This person can not have use of the fuel card |  |                                 |
| <b>Phone Number:</b>  | (956) 289-7472                                | <b>County Email:</b>   | alex.bazan@hidalgocountytax.org |
| <b>Web user Name:</b>   |   | <b>Password:</b>   |                                 |
| <b>Hidalgo Co Acct Number:</b>  | 4-1100-415-15-140-001-0-626                   |  |                                 |
| <b>Requested By:</b>  | Eva Mireles                                   |  |                                 |
| 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>Yvonne Cindy Pena 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<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Asset Number<br>(N/A = Non-vehicle) | Purchasing Dept.<br>Use Only<br>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<br>(6 digits) | DBM Use Only<br>License<br>Verification | Purchasing Dept.<br>Use Only<br>Training Date &<br>Signed Fuel Policy |
|-------------------|------------|-----------------------|---|---|
| Reydezel Martinez | 10/21/1988 | 230790                |   |   |
|                   |            |                       |   |   |
|                   |            |                       |   |   |
|                   |            |                       |   |   |

# 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 Tax Office                         |                      |                                 |
| <b>Billing Address:</b>   | 2804 S Bus Hwy 281 Edinburg, TX 78539             |                      |                                 |
| <b>Fuel Card Manager:</b>   | Alejandro Bazan                                   |                      |                                 |
|   | This person can not have use of the fuel card     |                      |                                 |
| <b>Phone Number:</b>  | (956) 289-7472                                    | <b>County Email:</b> | alex.bazan@hidalgocountytax.org |
| <b>Web user Name:</b>   |   | <b>Password:</b>     |                                 |
| <b>Hidalgo Co Acct Number:</b>  | 4-1100-415-15-140-001-0-626                       |                      |                                 |
| <b>Requested By:</b>  | Eva Mireles                                       |                      |                                 |
| 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. |   |                      |                                 |

*For Purchasing Department Use Only*

|                                      |  |
|--------------------------------------|--|
| Approved by Commissioners Court On:  | Agenda Item No. #  |
| Reviewed by Fuel Card Administrator: | <i>Yvonne 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<br>(N/A = Non-vehicle) | Description<br>(Vehicle or Non-vehicle Equip.) | VIN Number<br>(N/A = Non-vehicle) | Asset Number<br>(N/A = Non-vehicle) | Purchasing Dept.<br>Use Only<br>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<br>(6 digits) | DBM Use Only<br>License<br>Verification | Purchasing Dept.<br>Use Only<br>Training Date &<br>Signed Fuel Policy |
|--------------|------------|-----------------------|---|---|
| Diego Sakata | 11/19/2002 | 268135                |   |   |
|              |            |                       |   |   |
|              |            |                       |   |   |
|              |            |                       |   |   |



**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- TAX OFFICE | 230790    | ACTIVE        | 08/01/2024         | MARTINEZ         | REYDEZEL          |                       |
| 869309740      | HIDALGO COUNTY- TAX OFFICE | 268135    | TERMINATED    | 08/01/2024         | SAKATA           | DIEGO             |                       |