

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:	4-1100-423-79-330-001-5-626		
Requested By:	Cindy Paslak		
Original Signature is required	Sign & Print Elected/Official Supervisor/Director Mayann 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:	Yvonne C. Peña 12/04/24
Cards Received by Dept on:	12/06/24 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
6637W32	2024 Ford Transit-350 (12)pass	1FBAX2C80RKB47793	LE3147	500633
6637X33	2024 Ford Transit-350 (12)pass	1FBAX2C88RKB48030	LE3148	500634

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 02/26/2025

Vehicle Listing Report
Report Date 02/26/2025
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	003147	ACTIVE	12/04/2024	663-7W32	TX	1FBAX2C80RKB47793	24 FORD TRANSIT
869309740	HIDALGO COUNTY-Juvenile Dept	003148	ACTIVE	12/04/2024	663-7X33	TX	1FBAX2C88RKB48030	24 FORD TRANSIT

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		
Phone Number:	(956)587-6200	This person can not have use of the fuel card	
Web user Name:		County Email: cynthia.paslak@jpd.co.hidalgo.tx.us	
Hidalgo Co Acct Number:	4-1100-423-79-330-001-5-626		
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:	Yvonne C. Peña 12/20/24
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 Angel Marmolejo	09/23/1983	143561		



Driver Listing Report
Report Date: 02/27/2025

Account Number	Account Name	Driver ID	Driver Status	Driver Status Date	Driver Last Name	Driver First Name	Driver Middle Initial
869309740	HIDALGO COUNTY	143561	ACTIVE	12/20/2024	MORMOLEJO	JOSE	A
Total Records for Report:		1					