

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 Sheriff's Office		
Billing Address:	P.O. Box 1228, Edinburg, Texas 78539		
Fuel Card Manager:	Myra Montoya		
	This person can not have use of the fuel card		
Phone Number:	956-393-6028	County Email:	myra.montoya@hidalgo.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	5-1100-421-00-280-001-0-626		
Requested By:			BUDGET MANAGER II
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. # Yvonne C. Peña 11/24/25
Reviewed by Fuel Card Administrator:	
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

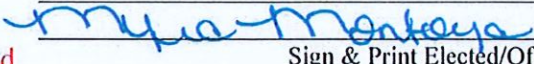
List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving 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
JESSE DE LEON	08/13/1988	004952		
ESTEVAN VILLANUEVA	09/30/1986	004698		
HUGO ROSALES	06/27/1986	004235		

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Department:	Hidalgo County Sheriff's Office		
Billing Address:	P.O. Box 1228, Edinburg, Texas 78539		
Fuel Card Manager:	Marcus Canales		
	This person can not have use of the fuel card		
Phone Number:	956-393-6024	County Email:	marcus.canales@hidalgo.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	5-1100-421-00-280-001-0-626		
Requested By:			BUDGET MANAGER II
Original Signature is required	Sign & Print Elected/Official Supervisor/Director		
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Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	4/14/25
Cards Received by Dept on:	4/16/25
	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

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User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
JACOB GARCIA	01/07/1987	6483		

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Fuel Card Manager:	Marcus Canales		
	This person can not have use of the fuel card		
Phone Number:	956-393-6024	County Email:	marcus.canales@hidalgo.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	5-1100-421-00-280-001-0-626		
Requested By:	BUDGET MANAGER II		
Original Signature is required	Sign & Print Elected/Official Supervisor/Director		
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OSCAR ELIZONDO	04/08/1982	3855		

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Department:	Hidalgo County Sheriff's Office		
Billing Address:	P.O. Box 1228, Edinburg, Texas 78539		
Fuel Card Manager:	Patricia Eilenberger		
	This person can not have use of the fuel card		
Phone Number:	956-393-6023	County Email:	patricia.eilenberger@hidalgo.org
Web user Name:		Password:	
Hidalgo Co Acct Number:	5-1100-423-21-280-002-0-626		
Requested By:	BUDGET MANAGER II		
Original Signature is required Sign & Print Elected/Official Supervisor/Director			
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Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	Yvonne C. Peña 4/21/25
Cards Received by Dept on:	4/22/25
	Date Returned/Cancelled:
Fuel Cards Received by Department:	
Sign & Print Authorized Elected Official/Supervisor/Director	

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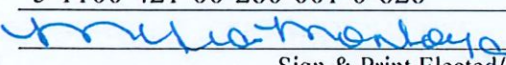
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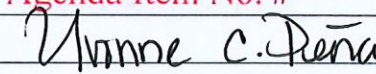
User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Oneida D. Salinas	2/13/1975	2003		

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Approved by Commissioners Court On:	Agenda Item No. #
Reviewed by Fuel Card Administrator:	 08-11-2025
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	Sign & Print Authorized Elected Official/Supervisor/Director

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Francisco J Garcia	09/18/1980	003622		
Estela M Rodriguez	01/03/1964	001732		