

# COMDATA FUEL 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 Constable Pct. 1		
<b>Billing Address:</b>	1902 Joe Stephens, Ste. 303, Weslaco, TX 78596		
<b>Fuel Card Manager:</b>	Juan M. Hernandez		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-447-3775		
<b>County Email:</b>	blanca.sanchez@co.hidalgo.tx.us		
<b>Web user Name:</b>	bsanchez	<b>Password:</b>	chief
<b>Hidalgo Co Acct Number:</b>	8-1100-421-00-291-001-0		
<b>Requested By:</b>	Chief Deputy Blanca I. Sanchez		
	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:	_____
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	Vehicle Description	VIN Number	Purchasing Dept Only Card Number
809-180	2001 Crown Victoria	2FAFP71W71X169622	
843-027	2003 Crown Victoria	2FAFP71W43X158435	
226-794	2006 Crown Victoria	2FAFP71W06X145055	
809-188	2001 Crown Victoria	2FAFP71W01X169624	
226-793	2006 Expedition	1FMPU15526LA67361	
770-040	1998 Chevy Lumina	2G1WL52M6W9199299	
885-481	2005 F-150	1FTPW14575KC32194	
885-480	2005 F-150	1FTPW14595KC32195	
118-LFH	1994 Chevy Blazer	1GNEK18K4RJ432701	

## Driver ID/Pin List

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.

	First Name	Last Name	Employee I.D. Number	DBM Use Only verification	Purchasing Dept Use Only Date of Signed Fuel Policy & training
1	<b>Blanca I.</b>	<b>Sanchez</b>	<b>077003</b>	llh	AS
2	<b>Raul C.</b>	<b>Garza</b>	<b>007927</b>	llh	AS
3	<b>Raymundo</b>	<b>Sanchez</b>	<b>078271</b>	llh	AS
4	<b>Pedro</b>	<b>Escalon</b>	<b>100587</b>	llh	AS
5	<b>Martin</b>	<b>Blanco</b>	<b>102342</b>	llh	AS
6	<b>Joel</b>	<b>Rivera</b>	<b>141275</b>	llh	AS
7	<b>Ruben</b>	<b>Pena</b>	<b>*Reserve*</b>	llh	AS
8	<b>Tomas</b>	<b>Salazar</b>	<b>*Reserve*</b>	llh	AS
9	<b>Rolando</b>	<b>Gonzalez</b>	<b>*Reserve*</b>	llh	AS
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