

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

Department:	Hidalgo County Constable Precinct 3		
Billing Address:	730 North Breyfogle Suite B Mission Tx 78572		
Fuel Card Manager:	Raquel V. Cavazos		
	This person can not have use of the fuel card		
Phone Number:	956-205-7031		
County Email:	Constablepct3@swbell.net		
Web user Name:	Rcavazos	Password:	Constable3
Hidalgo Co Acct Number:	B-1100-421-00-293-001-0-682		
Requested By:	<u>Lazaro Gallardo, Jr.</u> 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 <small>(Account Number)</small>
618 SZR	2001 Ford Crown Vic	2FAFP71W41X169626	
619 SZR	2001 Ford Crown Vic	2FAFP71W51X169618	
620 SZR	2001 Ford Crown Vic	2FAFP71WX1X169632	
230 188	2006 Ford F150 PU	1FTPX12V16KD82030	
102 4098	2002 Ford F150 PU	1FTRW07L22KE23966	
102 4099	2002 Ford F150 PU	1FTRW07L42KE23967	
893 598	2003 Ford Crown Vic	2FAFP71W53X115044	
230 190	2006 Ford F150 PU	1FTPX12V56KD82029	
230 192	2006 Ford F150 PU	1FTPX12V36KD82031	
890 259	2005 Ford Crown Vic	2FAFP71WX5X123515	
890 260	2005 Ford Crown Vic	2FAFP71W15X123516	
79X VP4	2002 Ford HD PU	1F2RE073X2KD20150	

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 ID Number	DBM Use Only Verification	Purchasing Dept Use Only Date of Signed Excellency & Training
1	Jesus	Cruz	002674	Ph	RS
2	Pablo F.	Navarro	015482	Ph	RS
3	Juan A.	Alvarez	079243	Ph	RS
4	Joel	Contreras	078638	Ph	RS
5	Eldon <i>Dunn</i>	Dunn <i>Eldon</i>	078646	Ph	RS
6	Reynaldo	Reyna	095907	Ph	RS
7	Victor	Rodriguez	094943	Ph	RS
8	Isidro	Casanova	079375	Ph	RS
9	Richard	Flores	149993	Ph	RS
10	David <i>Tadeso</i>	Munoz	111074	Ph	RS
11	Rafael	Ochoa	115509	Ph	RS
12	Alvin	Patina	115495	Ph	RS
13	Blas	Gonzalez	049239	Ph	RS
14	Lee	Foster		Ph	RS
15	Eduardo	Ramos		Ph	RS
16	Oscar	Ontiveros	151998	Ph	RS
17					
18					
19					
20					
21					
22					
23					
24					
25					

Part 3