

# 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>	<u>Hidalgo County Constable Pct 2</u>		
<b>Billing Address:</b>	<u>623 S. Standard San Juan TX 78589</u>		
<b>Fuel Card Manager:</b>	<u>PRISCILLA MORA</u>		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	<u>(954) 783-4664</u>		
<b>County Email:</b>			
<b>Web user Name:</b>	<u>Gilbert. Alaniz Pct 2</u>	<small>YAHOO.COM</small>	<u>password: Eagle 1</u>
<b>Hidalgo Co Acct Number:</b>	<u>8-1100-4211-00-292-001-0-682</u>		
<b>Requested By:</b>	<u>[Signature] SC Chief Deputy</u>		
	<small>Sign &amp; Print Elected/Official Supervisor/Director</small>		

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:	_____
	<small>Sign &amp; Print Authorized Elected Official/Supervisor/Director</small>

Vehicle Plate No	Vehicle Description	VIN Number	Purchasing Dept Only Card Number
<u>809 184</u>	<u>Ford/Crown Victoria #2</u>	<u>2FAFP71W51X169621</u>	
<u>809 185</u>	<u>Ford/Crown Victoria #3</u>	<u>2FAFP71W31X169620</u>	
<u>809 186</u>	<u>Ford/Crown Victoria #4</u>	<u>2FAFP71W61X169627</u>	
<u>845 192</u>	<u>Ford/Crown Victoria #5</u>	<u>2FAFP71W13X167898</u>	
<u>887 465</u>	<u>Ford/F-150</u>	<u>1FTPW12505KC32189</u>	
<u>887 466</u>	<u>Ford/F-150</u>	<u>1FTPW12595KC32187</u>	
<u>228 923</u>	<u>Ford/Expedition</u>	<u>1FMPU15566LA79013</u>	

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## 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 Verification	Purchasing Dept Use On/Off Date of Signed Fuel Policy & Training
1	CARLOS	Elizondo	084085	Ph	Ph
2	JAVIER	Hinojosa	140503	Ph	Ph
3	SERGIO	Hinojosa	29661	Ph	Ph
4	CARLOS	Perez	103098	Ph	Ph
5	LETICIA	MARTINEZ	128465	Ph	Ph
6	FRANCISCO	Sanchez	074721	Ph	Ph
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