

# 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:	Constable Pct. 5		
Billing Address:	P.O. Box 324 Elsa, Tx. 78543		
Fuel Card Manager:	Roxanne Elizondo		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	(956) 262-4200		
County Email:	rox1417@yahoo.com		
Web user Name:	rox1417	Password:	andrew
Hidalgo Co Acct Number:	5-1100-421-00-295-001-0-682		
Requested By:	Eduardo Bazan / Eduardo Bazan		
	<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 <small>Card Number</small>
226-065	2006 Crown Vic. Ford	2FAFP71W26X145056	
547-217	2003 F150 Ford	1FTPX17L13NB05251	
409-141	2001 Crown Vic. Ford	2FAFP71W62X169630	
456-744	2003 Crown Vic. Ford	2FAFP71WX3X179743	
483-480	2005 Crown Vic. Ford	2FAFP71W65X121244	

### 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	Daniel	Marichalar	0783567	lh	
2	Fabian	ybarra	049397	lh	
3	Feliciano	Ramos	076255	lh	
4	<del>Adriana</del>	<del>Lea</del>			As per Resource Remove 3/21/08
5	Victor	Garcia	082472	lh	
6	Esteban	Garcia	083631	lh	
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