

# 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>Constable Pct 3</u>		
<b>Billing Address:</b>	<u>730 N Breyfogle Rd. Ste. B Mission TX 78572</u>		
<b>Fuel Card Manager:</b>	<u>Raquel V. Cavazos</u>		
	<small>This person can not have use of the fuel card</small>		
<b>Phone Number:</b>	<u>956-581-6800</u>		
<b>County Email:</b>	<u>constablepct3@swbell.net</u>		
<b>Web user Name:</b>	<u>RCavazos</u>	<b>Password:</b>	<u>constable3</u>
<b>Hidalgo Co Acct Number:</b>	<u>8-1100-421-00-293-001-0-682</u>		
<b>Requested By:</b>	<u>Lazaro Gallardo Jr</u> <u>Lazaro Gallardo Jr</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>102 4170</u>	<u>2008 Ford Crown Victoria</u>	<u>2FAFP71V08X138987</u>	
<u>103 8707</u>	<u>2008 Ford F150 PU</u>	<u>2FTPX14V08FB26667</u>	
<u>103 8708</u>	<u>2008 Ford F150 PU</u>	<u>2FTPX14V28FB16668</u>	
<b>Department</b>	<b>Deputy Name</b>	<b>Employee ID#</b>	<b>Budget #</b>
<u>293</u>	<u>Sanchez, Horaldo</u>	<u>075124</u>	<u>M</u>

