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: COUNTY CLERK
Billing Address: 100 N. CLOSNER EDINBURG, TEXAS 78540
Fuel Card Manager: RENE PEREZ
This person can not have use of the fuel card
Phone Number: (956) 318-2100
County Email: Rene.Perez@CO.hidalgo.tx.us
Web user Name: PEREZ1 **Password:** Gods1520
Hidalgo Co Acct Number:
Requested By: Annette C. Muñiz - Chief Deputy
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.

For Purchasing Department Use Only

Approved by Commissioners Court On:

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
103 8711	138 ECONOLINE 8 PASS WAGON	1FMNE11L78DB33649	