003/004
MAY 14 2008
By 3:35 p

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. 4
Billing Address: 1212 South 25th Edinburg, TX. 78539
Fuel Card Manager: Andres Rios
This person can not have use of the fuel card
Phone Number: 956-383-8560
County Email:
Web user Name: **Password:**
Hidalgo Co Acct Number: 8-1100-421-00-294-001-0-682
Requested By: X-A-F-E
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:
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 No	Vehicle Description	VIN Number	Purchasing Dept Only Card Number
98MTF4	2007 Expedition	1FMFU15567LA08116	
852BWY	2005 Crown Victoria	2FAFP71W85X121245	
240561	2007 Crown Victoria	2FAFP71W57X113428	
240583	2007 Crown Victoria	2FAFP71W77X113429	
228730	2006 Crown Victoria	2FAFP71W66X145056	
228731	2006 Crown Victoria	1FAFP71W46X145057	
885670	2005 Crown Victoria	2FAFP71W*X5X121246	

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 Number	[illegible]	[illegible]
1	Jorge	Lopez	060097	[illegible]	✓
2	Robert	Perez	007226	[illegible]	✓
3	Manuel	Benavidez	020095	[illegible]	✓
4	David	Duran	033685	[illegible]	✓
5	Raul	Salinas	138908	[illegible]	✓
6	Carlos	Gonzales	149217	[illegible]	✓
7	Joaquin	Vasquez	158305	[illegible]	✓
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