

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:	Hidalgo County Boot Camp		
Billing Address:	PO BOX 1109 Edinburg, Texas 78540		
Fuel Card Manager:	Melissa Garza and Diana G Solis		
	This person can not have use of the fuel card		
Phone Number:	(956) 380-3311 and (956) 587-6008		
County Email:	ad008@hidalgococscd.com / ad004@hidalgococscd.com		
Web user Name:	Boot Camp	Password:	
Hidalgo Co Acct Number:	8-1297-423-00-320-008-8		
Requested By:	Raul Macias Asst Director Sign & Print Elected/Official Supervisor/Director <i>Raul Macias</i>		
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: _____	_____
Sign & Print Authorized Elected Official/Supervisor/Director	

Vehicle Plate No	Vehicle Description	VIN Number	Purchasing Dept Only Card Number
777-423	2000 Ford Van E350	1FBSS31L1YHA14729	
866-571	2003 Ford Van E350	1FBSS31L4HA69846	<i>Dept</i>

RECEIVED

JUN 05 2008

10:14

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	JESUS ANGEL	GARCIA	059994	<i>[Signature]</i>	06-06-08
2		DOB	21 I. Linares		
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