


# 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>	BUILDINGS & GROUNDS		
<b>Billing Address:</b>	P.O.BOX 1356 EDINBURG, TX 78539		
<b>Fuel Card Manager:</b>	ALMA R. YBARRA		
	This person can not have use of the fuel card		
<b>Phone Number:</b>	956-289-7851		
<b>County Email:</b>	ALMA.YBARRA@CO.HIDALGO.US.TX		
<b>Web user Name:</b>		<b>Password:</b>	8888
<b>Hidalgo Co Acct Number:</b>	8-1100-419-40-001-0-682		
	 DANIEL FLORES Director 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.			

<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
104-1525	08 FORD F-150	1FTRF12W18KE41326	

RECEIVED

JUN 19 2008

By 8517