

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.5		
Billing Address:	P.O. Box 324 Elsa, TX 78543		
Fuel Card Manager:	Roxanne Elizondo		
	This person can not have use of the fuel card		
Phone Number:	(956)262-4200		
County Email:	Roxs_1417@yahoo.com		
Web user Name:	Roxs1417	Password:	
Hidalgo Co Acct Number:	8-1100-421-00-295-001-0-682		
Requested By:	Daniel Marichalar	<i>Daniel Marichalar</i> 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
226-065	2006 Crown Vic. Ford	2FAFP71W26X145056	
847-217	2003 F-150 Ford	1FTPX17L13NB05251	
809-181	2001 Crown Vic. Ford	2FAFP71W61X169630	
856-784	2003 Crown Vic. Ford	2FAFP71WX3X179743	
883-880	2005 Crown Vic. Ford	2FAFP71W65X121244	
1041598	08 CROWN VIC. FORD	2FAFP71V78X164328	
1041599	08 CROWN VIC. FORD	2FAFP71V58X154327	

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	<i>DBM Use Only verification</i>	<i>Purchasing Dept Use Only Date of Signed Fuel Policy & training</i>
1	DANIEL	MARICHALAR	078387		
2	FABIAN	YBARRA	089397		
3	FELICIANO	RAMOS	078255		
4	VICTOR	GARICA	082872		
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Add Vehicle Card
 Add Driver Pin
 Delete Cancel Card
 Delete/Cancel Driver

Department:	Hidalgo County District Attorney's Office		
Billing Address:	100 N. Closner, Room 303, Edinburg, TX 78539		
Fuel Card Manager:	Homer Vasquez		
	This person can not have use of the fuel card		
Phone Number:	(956) 318-2300		
County Email:	roy.cazares@da.co.hidalgo.tx.us		
Web user Name:	rcazares	Password:	
Hidalgo Co Acct Number:	8-1222-412-00-080-006-0-682		
Requested By:	Roy Cazares for Rene Guerra		
	Sign & Print Elected/Official Supervisor/Director		

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Vehicle Plate No	Vehicle Description	VIN Number	Purchasing Dept Only Card Number
7TBC11	2002 Chevrolet Trailblazer	1GNDS13S722378717	5567 356023248388