

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 Head Start Program		
Billing Address:	P.O. Box 0117 Edinburg, TX 78541		
Fuel Card Manager:	Elma Keller		
	This person can not have use of the fuel card		
Phone Number:	(956) 383-0706		
County Email:	epkeller@hchsp.org		
Web user Name:	EKeller	Password:	Program
Hidalgo Co Acct Number:	19-3455-20-1000-505		
Requested By:	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 Plate No	Vehicle Description	VIN Number	Purchasing Dept Only Card Number
1038702	2008 CHEV PICK UP	1GCEC19008E180567	
1025374	2008 CHEV PICK UP	1GCEC19018E182604	
1038700	2008 CHEV VAN	1GCGG29C081187961	
1038701	2008 CHEV VAN	1GCGG29C781187651	
Unit #1	Lawn Mower		
Unit #2	Lawn Mower		
Unit #3	Lawn Mower		
Unit #1	Weedeater		
Unit #2	Weedeater		
Unit #3	Weedeater		
Unit #1	Bobcat	T00250X908943	

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 (Valero)	<i>DBM Use Only verification</i>	<i>Purchasing Dept Use Only Date of Signed Fuel Policy & training</i>
1	Rigoberto	Hernandez	003937		
2	Raul	De La Rosa	003081		
3	Luis	Robles	003793		
4	Victor	Valdes	003827		
5	Alejandra	Rodriguez	003947		
6	Raul	Ornelas	003932		
7	Rogelio	Cervantes	003898		
8	Rolando	Jimenez	003941		
9	Darlene	Garza	003519		

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	First Name	Last Name	Employee I.D. Number (Valero)	DBM Use Only verification	Purchasing Dept Use Only Date of Signed Fuel Policy & training
1	Juan	De La Rosa	003788		
2	Daniel Alfredo	Ramirez	003559		
3	Efrain	Maldonado	003340		
4	Francisco	Garza	003919		
5	Sergio	Martinez	003748		
6	Rigoberto	Hernandez	003937		
7	Gustavo	Salinas	003921		
8	Joaquin	Jimenez	003920		
9	Jesus	Palos	002591		
10	Hector	Becho	002603		
11	Jose	Corona	003046		
12	Ralph	Badillo	003885		

***Maintenance staff that utilize lawn mowers, weed eaters, ect.**