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: Division Emergency / Fire Department
Billing Address: 2814 South Business Hwy 281, Edinburg, Tx 78539
Fuel Card Manager: Yolanda Orozco
This person can not have use of the fuel card
Phone Number: 956/318-2656
County Email: yolanda.orozco@co.hidalgo.tx.us
Web user Name: Yolanda.Orozco **Password:**
Hidalgo Co Acct Number: 8-1100-422-10-300-001-0-6820
Requested By: Juan Martinez
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
30VTG8	2009 Chevy Truck	1GCHK43579F108310	