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.

X☐**Add Vehicle Card** ☐**Add Driver Pin** ☐**Delete Cancel Card** ☐**Delete/Cancel Driver**

Department:	Purchasing Department
Billing Address:	2812 S. Bus Hay 281 Edinburg, Texas 78539
Fuel Card Manager:	Nielda Cavazos
	This person can not have use of the fuel card
Phone Number:	956-318-2626
County Email:	nielda.cavazos@co.hidalgo.tx.us
Web user Name:	**Password:**
Hidalgo Co Acct Number:	8-1100-415-18-160-001-0-682
Requested By:	Martha L. Salazar [Martha L. Salazar]
	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
106-1962	*2009 F150 Supercrew*	*1FTRW12W49KA27779*	*04*