

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 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		

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
<i>See copy of Fuel Card below</i>		<i>Card # 5567 3560 2324 8396</i>	

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>
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