


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 Constable Pct. 1		
Billing Address:	1902 Joe Stephens, Ste. 303, Weslaco, TX 78596		
Fuel Card Manager:	Juan M. Hernandez		
Phone Number:	956-447-3775	This person can not have use of the fuel card	
County Email:	blanca.sanchez@co.hidalgo.tx.us		
Web user Name:	bsanchez	Password:	chief
Hidalgo Co Acct Number:	91100-421-00-291-001-0		
Requested By:	Chief Deputy Blanca I. Sanchez 		
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

Add

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.

1	Joe F. (Hired 02-11-09)	Espinosa		
2	Greg (Transferred from D.A.'s Office 02-11-09)	Phillips	20753	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Delete

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.

1				
2				
3	Raul C. (Delete / Retired 01-30-09)	Garza	007927	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				