

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:	BUILDINGS & GROUNDS		
Billing Address:	P.O BOX 1356 EDINBURG, TX 78540		
Fuel Card Manager:	ALMA R. YBARRA		
	This person can not have use of the fuel card		
Phone Number:	956-289-7850		
County Email:	ALMA.YBARRA@CO.HIDALGO.TX.US		
Web user Name:		Password:	
Hidalgo Co Acct Number:	9-1100-419-40-220-001-0-682		
Requested By:	DANIEL FLORES		
	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 De Card Num
106-2058	09 Ford F-150	IFTRX12W39FA12969	
106-2059	09 Ford F-150	IFTRX12W59FA12973	
	5103 Tractor(Diesel)	PY5103V018664	