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 Head Start Program
Billing Address:	P.O. Box 0117 Edinburg, TX 78541
Fuel Card Manager:	Elma Keller
	This person can not have use of the fuel card
Phone Number:	(956) 383-0706
County Email:	epkeller@hchsp.org
Web user Name:	EKeller **Password:** Program
Hidalgo Co Acct Number:	
Requested By:	
	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*

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 (Valero)	DBM Use Only Verification	Purchasing Dept Use Only Date of Signed Fuel Policy & training
	Lilian	Vela	4106	✓	

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 ID Number (Valero)	DBM Use Only verification	Purchasing Dept Use Only Date of Signed Fuel Policy & training
	Genaro	Hernandez	4107		

Driver ID/Pin List

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	Joe	Caballero	4099		

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	Guadalupe	Herrera	4068		

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	First Name	Last Name	Employee I.D. Number (Valero)	D.B.M. Use Only Verification	Purchasing Dept Use Only Date of Signed Fuel Policy & training
	Javier	Lopez	41065		

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	First Name	Last Name	Employee ID Number (Valero)	DBM Use Only - Certification	Purchasing Dept Use Only Date of Signed Fuel Policy & training
	Nicandro	Perez 3/10/52	0041118		