

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:	_____	Password:	_____
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
1097148	chevy pickup	1G1CPCPE03A7217899	
1097147	chevy cargo van	1G1CZG6BA3A1147717	
1097146	chevy cargo van	1G1CZG6BA1A1148414	
1097232	chevy pickup	1G1C0XVCG8BF125992	
1097230	chevy express van	1G1CZG6BE1A1177765	
1097231	chevy express van	1G1CZG6BG5A1177705	
1097275	Thomas BUS	1GB9G5AG9A1167372	
1097276	Thomas BUS	1GB9G5AG9A1165265	
1097261	INTL BUS	4DRBUSKMCB385850	

