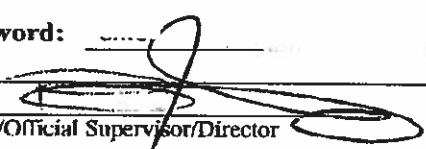


COMDATA FUEL CARD REQUEST FORM

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		
	<small>This person can not have use of the fuel card</small>		
Phone Number:	956-447-3775		
County Email:	bianca.sanchez@co.hidalgo.tx.us		
Web user Name:		Password:	
Hidalgo Co Acct Number:	2-1100-421-00-291-001-0		
Requested By:	Chief Deputy Blanca I. Sanchez		
	<small>Sign & Print Elected/Official Supervisor/Director</small>		

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: _____	<small>Sign & Print Authorized Elected Official/Supervisor/Director</small>

Vehicle Plate No	Vehicle Description	VIN Number	Purchasing Dept Only Card Number
U#H1 TX 109-1626	2007 AMGE Humvee	029212	
U#H2 TX 109-1633	2007 AMGE Humvee	054583	
U#H3 TX 109-1632	2004 AMGE Humvee	114423	
<i>These vehicles utilize diesel fuel.</i>			
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.

	First Name	Last Name	Employee I.D. Number	DBM Use Only verification	Purchasing Dept Use Only Date of Signed Fuel Policy & training
1	Salvador	Quiroz Jr.	189316	<i>[Signature]</i>	
2					
3					
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