FISCAL MEMORANDUM 98-16

TO: Administration
   Information and Technology Exchange Center
   Divisions/Centers

SUBJECT: Changes for Transportation Center Leased Vehicles

The Texas A&M University Transportation Center has implemented changes in order to meet State reporting requirements for University-owned vehicles. Effective April 1, 1998, the following changes apply to both short-term rentals and long-term leases:

1) Fuel purchased within Bryan-College Station is to be purchased from the Transportation Center located on Agronomy Road. Fuel purchases outside the Bryan-College Station area are to be made with state fuel cards issued by the Transportation Center.

   When using the state fuel cards, the fuel receipts should be sent to the TTI Business Office for reconciliation to the Transportation Center bill. The SL number to be charged along with the vehicle license number should be listed on the receipt.

2) Maintenance is to be purchased from the Transportation Center located on Agronomy Road. If the Transportation Center is not able to perform the work in a timely manner, the Transportation Center will be responsible for sub-letting the work.

   Non-College Station based vehicles must also utilize the Transportation Center for maintenance. If extreme circumstances prevent the return of the vehicle to College Station, the Transportation Center must be contacted for further instructions.
The Business Office has requested state fuel cards for each vehicle TTI has on a long-term lease from the Transportation Center. The fuel cards should be received from the Transportation Center this week and will be distributed by the Business Office. Until the cards are received, please continue to use the TTI-issued gasoline cards you currently have. The state fuel cards which will be issued by the Transportation Center can only be used for the specific vehicle they are issued to. For short-term rentals, the Transportation Center will issue fuel cards for the vehicle at the time the vehicle is picked up.

Effective January 1, 1999, the Transportation Center will no longer be providing vehicles to TTI for long-term lease. In view of these changes, it will be necessary for TTI to purchase vehicles and establish charge rates for the vehicle usage. TTI will replace the existing leased vehicles in two phases, with the first five being purchased immediately. The second five purchases will follow in early September.

The above changes are strictly for Transportation Center vehicles only and do not result in any changes in the current operations of TTI-owned vehicles. If you have any questions, please contact Marie Ethridge at 845-9595.

Don Bugh
Executive Associate Director