Mandatory FY 2018 Annual Fleet Data Report

To::
Departments Owning University Vehicles
Names and titles:

Facilities Management Motorpool

Date::
July 17, 2018

The time of year is here again to provide the Arizona Department of Administration with the required Annual Fleet Data Report. Instructions are available here [1]. Each department owning a University vehicle is accountable to the State for all the required data.

The Garage/Motor Pool (G/MP) will provide each department with repair and fueling costs associated with services obtained from the G/MP by automatically populating the corresponding fields in the Fleet Data database, rather than sending each department a paper statement through campus mail. Departments should first reconcile these figures to their records, and then add any external fuel and repair costs to that figure, if necessary. Note: The data fields may be empty if the Vehicle Identification Number (VIN) does not match our database or if the vehicle is new.

Facilities Management will again administer the database used to pull the data from each department into one spreadsheet as required by the State. This database can be accessed at: https://www.fm.arizona.edu/#/department/7 [2] then clicking on the Fleet Data (Restricted) link.

The database will be made available for updating/verification between July 6, 2018 and July 26, 2018. This will allow us time to process the information and generate the required spreadsheet All information is for FY 2018 only. (July 1, 2017 up to and including June 30, 2018)

As in years past, we will be available to help with your username and password or other database related questions if necessary. You may call Randy Livingston at 621-1203 or Paul Yartz at 621-5541 for assistance.

Department Heads should make certain the person responsible for entering this data is subscribed to the listserv: fleetdata@list.arizona.edu [3].

Important detailed information and instructions for completing this report are forthcoming via this listserv.

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To subscribe to a list, send email to list@list.arizona.edu with the following as the only line in the body of the message.

    subscribe Fleetdata Firstname Lastname

Substitute your first name for Firstname

Substitute your last name for Lastname

Source URL: https://uaatwork.arizona.edu/uannounce/mandatory-fy-2018-annual-fleet-data-report

Links:
[2] https://www.fm.arizona.edu/#/department/7
[3] mailto:fleetdata@list.arizona.edu
[4] mailto:list@list.arizona.edu