DATE: July 8th, 2020

TO: Departments Owning University Vehicles

FROM: University of Arizona Facilities Management Garage/Motor Pool

SUBJECT: MANDATORY FY 2020 ANNUAL FLEET DATA REPORT

The time of year is here again to provide the Arizona Department of Administration/Arizona Department of Transportation with the required Annual Fleet Data Report. This year we are providing the email from Ian Kaufman, Manager of Fleet Management Information Systems with ADOT and the updated Fleet Data reporting instructions. Each department owning a University vehicle is accountable to the State for all the required data.

This year, ADOT is **not** requiring the following information:
- Mileage/Odometer readings
- Purchase price
- PM Service Interval
- Other costs (such as insurance premiums)

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](https://www.fm.arizona.edu/#/department/7) then clicking on the Fleet Data (Restricted) link.

The database will be made available for updating/verification between July 8th, 2020 and July 29th, 2020. This will allow us time to process the information and generate the required spreadsheet. All information is for FY 2020 only. (*July 1, 2019 up to and including June 30, 2020*)

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 Paul Yartz at 621-5541 for assistance.