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GENERAL SERVICES DIVISION

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MEMORANDUM

TO: State Fleet Administrators

FROM: Michael Beller
ADOA Fleet Administrator

DATE: June 1, 2016

SUBJECT: FY 2016 FLEET DATA REPORTING INSTRUCTIONS

State law requires the Department of Administration to provide a detailed reporting of specific fleet-related data to the Governor, the Speaker of the House of Representatives, the President of the Senate, the Governor's Office of Strategic Planning and Budgeting, and the Joint Legislative Budget Committee, on an annual basis. In addition to the State statutory requirement, the U.S. Department of Energy requires ADOA to file an annual Transaction Summary Report for all Arizona state fleets. Moreover, the information compiled for this report will also be used to evaluate agency compliance with Executive Order 2010-06.

In order to prepare these extensive reports, it is imperative that all agencies and departments provide the required information for their fleets to ADOA **on or before August 1, 2016**. This memorandum and the attached instructions contain the information needed to assist with fulfilling your agency's obligations.

Enclosed are the instructions, a sample response and an Excel spreadsheet to capture your fleet data for the report. Please follow the instructions and ensure that the spreadsheet is completed using the codes provided and that all data fields are filled out and represented. All agencies should verify the information contained in each field to avoid data errors.

Included in this year's reporting is a new category, "Usage Classifications," which will indicate the primary utilization of the vehicle. It is included in column 29. This information will help decision makers have a clearer understanding of state vehicle utilization.

Please do not include vehicles leased through the ADOA Fleet Management Office in your report.

The completed spreadsheet should be mailed to the address above, attention Jessica Leal or sent via e-mail attachment to Jessica.Leal@AZDOA.gov. If you need assistance in completing the spreadsheet, please contact me at 602-542-0796 or Jessica Leal at 602-542-6247.

//Enclosures