



***** UPDATE – Please note this process is for AgriLife Research vehicles only. AgriLife Extension vehicle stickers will be handled by AgriLife Fleet Department, Ralph Piper.**

April 9, 2015

SUBJECT: Purchasing Registrations for Fleet Vehicles

Effective March 1, 2105 the state vehicle registration process changed. All agency fleet vehicles will be impacted. Please refer to the resource documents attached for both AgriLife Research and AgriLife Extension Service for additional information on the new two steps, one sticker program.

Please use the following process to purchase the registration/inspection stickers for the fleet vehicles.

1. Have the fleet vehicle inspected as you have in the past at a service center/station.
2. Prepare an E-doc payable to the county tax office for the amount of the registration fees that you will be purchasing. You may need to contact the county tax office for a W-9 if they are not already set up as a vendor in FAMIS.
3. Prepare an invoice header and add invoice notices indicating that the check should be returned to you (include the name of the person and address this should be sent to).
4. Submit a Laserfiche document requesting payment.
 - a. Include a list of the vehicles you are purchasing registrations for; and
 - b. A copy of the pricing sheet (<http://twostepsonesticker.com/motorists>)
5. When the check is received, take the check along with the inspection verification to the county tax office (or possibly submit via mail to the county tax office).

If you have questions regarding the two step, one sticker program contact the AgriLife Fleet Office, Jared Kotch, jared.kotch@ag.tamu.edu 979-845-4791.

If you have questions regarding the process of having a check issued contact AgriLife Disbursements, Kim Payne, kpayne@ag.tamu.edu or 979-845-4764.

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