*** 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).
   a. Include a list of the vehicles you are purchasing registrations for; and
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.

Texas A&M AgriLife Administrative Services | [http://agrilifeas.tamu.edu]