



March 14, 2016

TO: Texas A&M AgriLife Business Administrators

SUBJECT: New Service of Data Entry into the Texas Fleet System

*Please forward to appropriate staff.*

After visiting with the On Campus Departments and the Research Centers during their Buy A&M trainings, the Texas A&M AgriLife Office of Property and Fleet Management is pleased to announce that it will offer the service of Data Entry into the Texas Fleet System for all AgriLife Research Departments and Centers.

AgriLife Research Departments and Centers will have the opportunity to submit their monthly vehicle mileage reports, fuel receipts, and maintenance receipts to the Office of Property and Fleet Management via Laserfiche, where they will be entered into the Texas Fleet System and then moved into each department or centers folder for records retention.

If you are interested in utilizing this service, please contact Jared Kotch, Manager, Office of Property and Fleet Management, at 979-845-4791 or at [jared.kotch@ag.tamu.edu](mailto:jared.kotch@ag.tamu.edu), for more information and how to submit your reports and receipts.

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu/>