



October 1, 2020

TO: Texas A&M AgriLife Unit Heads and Business Administrators

SUBJECT: System Auto Plan Certificate for October 1, 2020 – October 1, 2021 & UPDATED Financial Responsibility Requirements & State Vehicles Letter from the Attorney General

Attached is the **System Auto Plan Certificate** for the period of October 1, 2020 thru October 1, 2021.

Also, attached is an updated **Financial Responsibility Requirements & State Vehicles Letter from the Attorney General of the State of Texas.**

Please make sure the updated certificate is placed in the glove box or vehicle packet of each vehicle covered on the System Auto Plan for the upcoming year. This would also be a great time to clean out all the old ones and shred them!

Also, in each glove box or vehicle packet, you should have a copy of the following documents:

- ***Financial Responsibility Requirements & State Vehicles Letter from the Attorney General of the State of Texas.***
- Motor Vehicle Accident Report***
- Motor Vehicle Accident Reporting Guide***

All of these documents, along with the System Auto Plan Certificate, can be found on the [Fleet Management Forms](http://agrilifeas.tamu.edu) page of the AgriLife Administrative Service website, agrilifeas.tamu.edu.

Should you have any questions, please contact Jared Kotch, Property & Fleet Management Manager, at Jared.Kotch@ag.tamu.edu or 979-845-4791.

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