

**Office of  
Property & Fleet Management**



# Topics

- Staff Introductions
- Property Management
- Fleet Management (Extension & Research)
- Questions/Comments

# Property Management

- FY 2017 Annual Inventory Certifications
- Serial Numbers & Object Codes when Creating Fixed Assets
- XA Documents for Credit Card Purchases
- Lone Star Auctions

# **Fleet Management** **(Extension Service)**

- Monthly Mileage Reports
- Voyager Card Receipts
- Big, Expensive Repairs
- Older and Underused Vehicles
- Motor Vehicle Accident Reports

# Fleet Management (Research)

- Monthly Mileage Reports
- Each Trip **MUST** be Documented
- Bulk & Commercial Fuel
- Maintenance Receipts
- Voyager Credit Card Use
- Motor Vehicle Accident Reports

# **Questions/Comments**

# **Contact Information**

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