



September 30, 2019

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

SUBJECT: System Auto Plan Certificate for October 1, 2019 – October 1, 2020

Attached is the **System Auto Plan Certificate** for the period of October 1, 2019 thru October 1, 2020.

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 for State Vehicles Letter from the Attorney General***

***-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](#) page of the AgriLife Administrative Service website, [agrilifeas.tamu.edu](http://agrilifeas.tamu.edu).

Should you have any questions, please contact Jared Kotch at [Jared.Kotch@ag.tamu.edu](mailto:Jared.Kotch@ag.tamu.edu) or 979-845-4791.