



System Auto Plan Certificate for October 1, 2022 – October 1, 2023 & System Auto Plan Outline

Please forward to appropriate staff and vehicle custodians.

Attached is the **System Auto Plan Certificate** for the period of October 1, 2022, thru October 1, 2023, as well as the **System Auto Plan Outline**.

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 (Most Current one is dated September 30, 2020)***
- ***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, agrififeas.tamu.edu.

Should you have any questions, please contact Jared Kotch, Inventory, Property, & Fleet Control Director, at Jared.Kotch@ag.tamu.edu or 979-314-0951.

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

Note: Please do not reply to this email, as this email address does not accept reply messages.