

SAM—TRANSPORTATION SERVICES

KEY DUE DATES AND TIMEFRAMES

4127

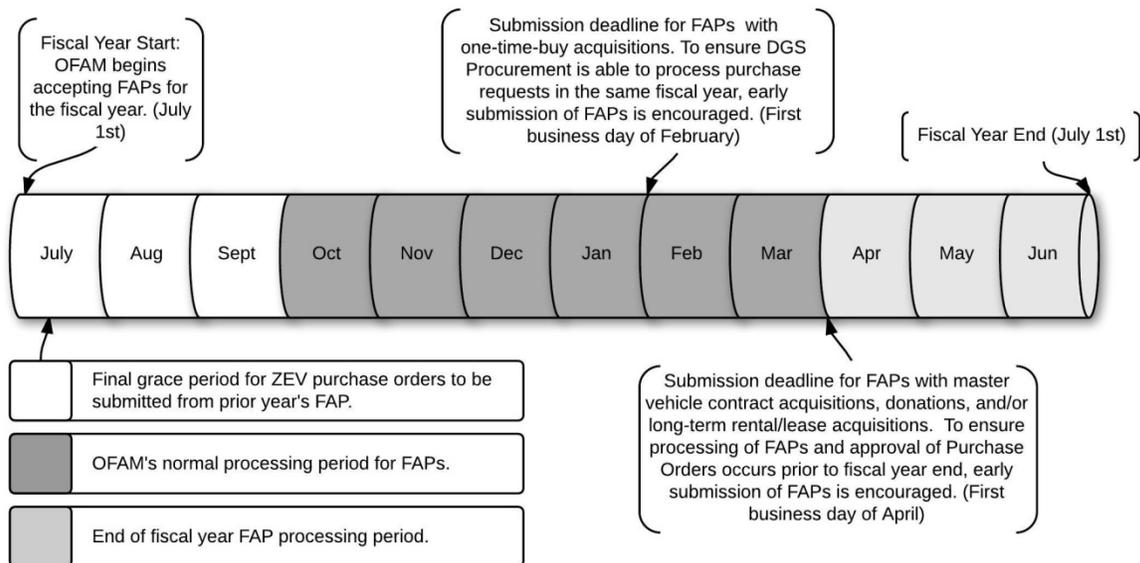
(New 2/2016)

Fleet Acquisition Plan (FAP) Due Dates:

Electronic copies of the FAP [and all required applicable documents, as detailed in State Administrative Manual (SAM) Section 4120] must be submitted to OFAM (email to FARSInfo@dgs.ca.gov) on or after the first day of the fiscal year (July 1st) for which the FAP is being submitted and no later than:

- First business day of February for one-time-buy acquisitions (*Purchase Estimate Form STD. 66 and STD. 66A*);
- First business day of April for master vehicle contract acquisitions, donations, and long-term rental/lease acquisitions.

FAP Due Dates Timeline:



Fleet Asset Approval Expirations:

- The FAP, including any approved addendums, is valid for the fiscal year in which the plan was approved plus one additional fiscal year.
- Approved assets on a FAP requiring a STD. 66 and STD. 66A shall remain in effect for the fiscal year in which the plan was approved plus two additional years.

Upon the expiration of an approved FAP *for which approved assets were not purchased*, departments are required to re-justify the need to acquire these asset(s) through submission of a new FAP and required documents.