

# MANAGEMENT MEMO

SUBJECT: <b>REQUIREMENTS FOR RECONCILING THE STATE'S MOTOR VEHICLE AND GENERAL USE MOBILE EQUIPMENT INVENTORY</b>	NUMBER: <b>MM 05-13</b>
REFERENCES: MM 05-08 MM 04-22	DATE ISSUED: August 10, 2005  EXPIRES: August 10, 2006  ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

**Purpose of this memorandum**

Provide a mechanism to reconcile all State owned vehicles and mobile equipment assets with Department of Motor Vehicles (DMV) records. Currently State agencies provide annual reporting of vehicle assets to the Department of General Services-Office of Fleet Administration (DGS-OFA) as required by MM 04-22. The information obtained from this report does not match the information contained within the DMV records. It is the intent of this memorandum to expand this review to include a full and thorough reconciliation and accounting of the inventory of all mobile equipment assets.

**Who is affected**

All State agencies as defined by Government Code §11000. Other State entities also subject to this law include, but are not limited to:

- California State Lottery;
- California State University;
- Community Colleges Chancellor's Office;
- Student Aid Commission;
- Fair Political Practices Commission;
- Public Employment Relations Board;
- Public Employees Retirement System;
- State Teachers Retirement System; and,
- Any other Executive Branch office, agency, department, commission, board, association, center, authority, conservancy, corps, program or system.

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**Background** Because of discrepancies in current records, the State has not been able to adequately respond to questions as to the complete number and type of vehicle assets owned. It is important for the State to have complete asset management information.

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**DGS' role** DGS-OFA oversees the State fleet through the formulation of fleet policies, the collection of fleet related data, and, by ultimately ensuring that State fleet assets are being obtained at best/cost value and utilized wisely by State agencies. DGS-OFA is expected to have a complete inventory of the State's Fleet.

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**State agencies role in reconciling the State fleet data** DGS-OFA will forward to each State agency a copy of the DMV data pertaining to that State agency. Each State agency must reconcile this data no later than September 30, 2005.

Departments will be required to comply with this request prior to receiving approval to acquire or replace fleet assets.

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Original SAM Management Memo signed by Ron Joseph, Director

Signature \_\_\_\_\_  
Ron Joseph  
Director