

## SAM—TRANSPORTATION SERVICES

### FLEET ASSET REPORTING

4120.1

(New 2/2016)

State departments are required to comply with fleet reporting requirements pursuant to Public Resource Code Section 25722.5. Executive Order B-2-11 requires state departments to update their fleet asset information on a monthly basis, including fuel and utilization data. The fleet data is necessary for OFAM to complete and submit various reports mandated by the legislature and the federal government. Additionally, OFAM uses the fleet data entered into FAMS to conduct analysis on fleet asset requests. Consequently, beginning with FAPs submitted in FY 2015/16 and thereafter, OFAM will not process a department's FAP if the department is not in compliance with required reporting for fleet asset with odometers. Please note reporting requirements apply to all fleet assets both with and without odometers. (An electronic copy of the *list of Required Fields for Vehicles and Equipment required to be entered into FAMS* can be found at the DGS website located at <http://www.dgs.ca.gov/ofam/Programs/FARS/VehicleAcq.aspx>.)