



Commonwealth of Kentucky
Finance and Administration Cabinet

OFFICE OF ADMINISTRATIVE SERVICES

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MEMORANDUM

To: Cabinet Secretaries
Agency Heads
Constitutional Officers

FROM: Robin Fields Kinney

DATE: April 10, 2012

SUBJECT: 2012 Vehicle Inventory and Permanently Assigned Vehicle Requests

Per 200 KAR 40:020, the Finance and Administration Cabinet, Office of Administrative Services, and the Division of Fleet Management are charged with the responsibility of maintaining and monitoring all permanently assigned vehicles (PAVs) and inventory of Fleet Management owned and/or maintained vehicles. To assist agencies with these tasks, and since these processes deal much with the same inventory and drivers, it would be more efficient to conduct these tasks simultaneously. The inventory/request process will begin on April 23; all inventory data must be completed and returned no later than the close of business on May 18. Requests for permanently assigned vehicles must also be received by May 18.

Two spreadsheets will be provided to agencies:

- Spreadsheet #1: To be used by agencies that utilize vehicles owned by the Division of Fleet Management and assigned to agencies. This spreadsheet will be pre-populated with data of your assigned vehicles with additional columns to be completed **if** the vehicle is requested to be considered for permanent assignment.
- Spreadsheet #2: To be used by agencies that utilize vehicles owned by the agency. This spreadsheet will be pre-populated with data based upon the Finance and Administration's current record of request from the agency for permanently assigned vehicles.

Examples of each sheet are attached. Some agencies will complete both spreadsheets based upon the compliment of their fleet. Please make any additions or deletions as necessary to the data as pre-populated to accurately reflect your current fleet status.

For inventory, if you have new vehicles waiting to be picked up from the Division of Fleet Management, please make arrangements to do so by April 20. It is imperative the information submitted is accurate and use only the current mileage that is showing on the odometer on the day the vehicle is inventoried. Please ensure all information required is complete and accurate as this information is used for the monthly billing process for the Division of Fleet Management.

Permanently Assigned Vehicle (PAV) criteria and other information may be found in the Agency Guide for the Commonwealth's Vehicles on the Fleet Management website <http://finance.ky.gov/services/fleet/Pages/default.aspx> . Please review the requirements to qualify for the permanent assignment of a vehicle beginning on page 10 as some employees may no longer meet the criteria necessary for the assignment request.

For PAVs not managed by the Division of Fleet Management, please provide actual miles driven for FY11 from your agency's operating system. For all vehicles, mileage should be segregated into official business miles and commuting miles for reporting purposes as per the spreadsheet. Please complete all information requested on the applicable spreadsheet(s) for each vehicle; complete and consistent information adds significant value to data. If there are business circumstances that have changed the use of a vehicle, please state the change in the additional information you provide in the justification.

The data populated spreadsheets will be sent to your designated agency contacts prior to the beginning of the inventory period. If you have inventory questions please contact Chuck Hill at Charles.Hill@ky.gov or 502-564-4090. If you have questions regarding PAV assignment, contact Becky Joyce at Becky.Joyce@ky.gov or 502-564-8644.