




# Mississippi State UNIVERSITY

Receiving & Property Control  
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## Memorandum

**To:** Departmental Property Representative

**From:** Sharon L. Hamlin   
Property Officer

**Date:** May 29, 2009

**Subject:** FY09 Vehicle Information

MSU is required to annually report year-end odometer reading, mileage per year, anticipated replacement year, specific vehicle use, assigned operator, annual fuel cost, annual maintenance cost and presence of vehicle decals. ***Please use the actual cost for fuel and maintenance, not an estimated cost.***

Each department will enter the information online at the website of Receiving & Property Control. The *Vehicle Information* website may be accessed at [www.property.msstate.edu](http://www.property.msstate.edu). Select the *Departmental Applications* link and choose *Department Access*. Follow the directions contained therein to enter vehicle information for each vehicle on your most recent departmental inventory report.

**Access to the *Vehicle Update Information* site will be available for data entry between June 15 – June 30, 2009. Please have all data entered by June 30<sup>th</sup>. The website will not be available after that time.**

Once the information is entered, print the vehicle list by selecting the *Print List* link at the top of the left-hand box. Please have the department head review and sign. Then, mail to Receiving & Property Control at Mail Stop 9605. A copy should be kept on file by each department.

A copy of your department's vehicles from the 4/09 inventory report is/are attached.

If you have any questions or have problems accessing the website, please contact Sam Manning, at 325-2545. Thanks in advance for your prompt action to this request.

slh

Enclosures

# Annual Vehicle Update Instructions

## Gather Info

A vehicle report is available that can be used for the collection of data by printing it prior to entering vehicle information. The vehicle report is available to the user by following the *Print* steps listed below.

## Login

- ▶ Access the Receiving & Property Control website located at [www.property.msstate.edu](http://www.property.msstate.edu)
- ▶ Select the **Departmental Applications** tab
- ▶ Select **Department Access** tab
- ▶ Select the appropriate **Agency** from the drop-down menu
- ▶ Enter your **Department ID Code** (example *R3*)

Questions concerning the method of obtaining and gathering information will appear on the screen. Select **YES** or **NO** for each question and click **Submit**. You should now see your departmental inventory screen.

- ▶ Select **Vehicle Information** from the department menu (left side of screen)

Vehicles assigned to the Department Code submitted on the login screen will be displayed in the box on the left of the screen.

## Data Entry

- ▶ Select the vehicle for which you wish to enter data

The information associated with the selected vehicle will be displayed in the box on the right of the screen. The prior year information will be displayed at the top of the screen and the current year information to be entered is displayed at the bottom of the screen.

**Important! Every field must be entered for each vehicle!**

- ▶ **Odometer Reading** - enter the **actual** odometer reading for the vehicle
  - Round number to the nearest whole number
  - Estimate odometer reading if odometer is broken
  - Contact our office if last year's reading is incorrect (higher than the current reading)
- ▶ **Anticipated Replacement Year** - enter the year you expect the vehicle to be replaced

- ▶ **Specific Vehicle Use** - select the appropriate vehicle use from the drop-down box
- ▶ **Assigned Operator** - enter the employee's name that is assigned to the vehicle
  - Must be an MSU employee
  - Enter the entire name (First and Last)
  - **“Pool”, “Various Drivers”, “Miscellaneous” are not acceptable responses**
- ▶ **Annual Fuel Cost** - enter the **actual** fuel cost for FY2009
- ▶ **Annual Maintenance Cost** - enter the **actual** maintenance cost associated with the vehicle
  - For example; Repairs, Oil Changes, Tires/Tubes, Tune-ups, Alignments
- ▶ **Decals** - indicate **Yes** or **No** if the vehicle has the appropriate decals in place
  - Ensure decals are on both the sides and the rear of all vehicles
  - Replacement decals can be obtained at MSU Printing Services
  - Only vehicles with approval from the Governor's office are allowed to be unmarked
- ▶ Choose **Submit** after each field has been entered

*Vehicle information may be edited by following the steps described above.*

### Print

- ▶ Select the **Print List** link in the left-hand box of the **Vehicle Information** screen. The report should be displayed on the screen
- ▶ Select the **Print this Page** link to print the report to a local printer
- ▶ Check your report and correct any errors

### Submission

- ▶ Obtain department head approval and signature
- ▶ Forward the original signed copy to Receiving & Property Control, Mail Stop 9605



## Receiving & Property Control

