

**From:** Kester, Tony  
**To:** Theriot, Susan <stheriot@aging.sc.gov>  
**Date:** 4/29/2013 7:20:36 AM  
**Subject:** FW: SFM Lease Billing and Web Mileage Date Changes

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**From:** Malpass, Rob  
**Sent:** Friday, April 26, 2013 4:51 PM  
**To:** Malpass, Rob  
**Subject:** SFM Lease Billing and Web Mileage Date Changes

Please be sure that your agency finance representatives and those individuals that enter monthly mileages are aware of the following changes:

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# Memorandum

**To:** Finance Representatives  
**CC:** Transportation Coordinators  
**From:** State Fleet Management  
**Date:** 4/26/2013  
**Re:** Year End Billing

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**This memorandum is to inform you of an important change taking place for the fiscal year end closing.**

The Comptroller General has issued a directive to have all June billings run by June 28, 2013. Currently State Fleet Management bills a month in arrears. Therefore May billings for lease and motor pool will be completed mid-June. In previous years, the books have been closed early to accommodate year end closing and the difference was billed in the following month. Given the shortened timeframe to enter mileage, it has been determined that the most prudent course of action is to close the books as currently scheduled. The last billings for FY13 will be for the information entered for May. June billings will occur in July and will be reported for FY14.

Additionally, the mileage portal is currently open for input beginning the 25<sup>th</sup> of each month through the 5<sup>th</sup> of the following month. This extended period is being changed to allow input at the beginning of the month. The portal will now open on the 1<sup>st</sup> of each month and will remain open for 7 business days. Any mileage entries not entered by this cutoff date will be billed the following month. This change will be effective beginning June 1, 2013.

If you have any questions or concerns please contact Rob Malpass at 803-737-1504.

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