

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 11.02.023	PAGE 1 of 4
	Policy and Procedure		EFFECTIVE DATE June 16, 2000	
SUBJECT Correction and Adjustment to Rates		SUPERSEDES DPDR 11.02.023	DATED 4/2/1996	
TITLE State Equipment Fleet	CHAPTER HEWCF Management	APPROVED BY Signature on File		

PURPOSE AND SCOPE

This procedure describes the process to be followed when a User Agency acquires a new class of vehicle within a region/district or disagrees with the rental rate established by the State Equipment Fleet for a vehicle.

Responsibility/Performance:	
User agencies:	Request adjustment/correction of the established rate for the vehicle(s) in question.
Headquarters SEF Manager:	Approve/disapprove request.

DISTRIBUTION

All holders of the DOT&PF Procedure Manual or the SEF Procedure Manual.

PROCEDURE

A. New Class

SEF region/district personnel prepare request addressed to the Manager of the State Equipment Fleet requesting a rate for the new class.

B. Rate Disagreement

User agency prepares a memorandum addressed to the Manager of the State Equipment Fleet requesting adjustment or correction of the established rate. Include sufficient detail to identify the specific vehicle(s) in question and any unusual or extenuating circumstances.

C. SEF Accountant

Review the methodology used to develop the rate. Prepare an analysis, including any extenuating circumstances, and make a recommendation. Forward the analysis to the SEF Manager.

D. SEF Manager

Review the analysis and approve or disapprove the request. If the request is approved, direct the SEF Accountant to adjust the rate. Prepare a memorandum notifying the User Agency and the budget analyst in OMB whether the adjustment is approved or disapproved.

E. SEF Accountant

On being informed that a rate adjustment or correction is necessary, make the necessary adjustment in the Equipment Management System (EMS). Determine if the adjustment requires a credit or additional charges to previous billings.

Attachment:

Attachment A: Rate Adjustment Cover Memo

Attachment B: Operating Rate Adjustment Correction Form

MEMORANDUM

State of Alaska

Department of Transportation and Public Facilities

TO: Todd Cromett
Management Analyst
Statewide Equipment Fleet

DATE: April 20, 1998

FILE NO.: 1015

THRU: Gene Darling, Fleet Manager
Statewide Equipment Fleet

TELEPHONE NO.: 269-0795

FROM: Glen M. Nicolai
Accountant III
Statewide Equipment Fleet

SUBJECT: Class 567 Operating
Rate-Central Region
FY98

As per your request, I have calculated the above subject rate(s). It is my understanding that this request relates to a new class of equipment within the Statewide Equipment Fleet and/or a new class within a region/district and will not constitute an addition to the SEF rate base as approved by the Office of Management and Budget.

The attached schedule(s) summarize the calculation and the rate amounts should be added to the current fiscal year rates included in the Equipment Management System (EMS) for billing purposes. Unless specifically noted otherwise, the rate will continue to be used for the next fiscal year. Thank you for your cooperation. If you have any questions, please feel free to contact me at any time.

cc: File 1015
Nancy Slagle, Director, Admin Services, DOT&PF
Dawn Mach, OMB

**Statewide Equipment Fleet
Headquarters
Equipment Rate Change Worksheet
Operating Rate Calculation**

Reason for Rate Change:

- New Equipment Class
- * Change Scheduled Life (Provide supporting documentation)
- * Change in Costs (Provide supporting documentation)
- Other _____

Number of Units Affected: _____ Effective Date: 11/24/97

Comments: _____

Approved by: _____ Date: 4/20/98

Region: CR
Agency: DOTPF
567
Item Desc: RADIUS DUMP/SPREADER

Estimated Annual Direct Costs for Class (per item)	\$1,588 #
Total Overhead Costs Allocated to Class	<u>\$834</u>
Estimated Total Annual Operating Expense/Revenue for Class	<u>\$2,422</u>
Monthly Operating Rate-Calculated	<u>\$202</u>
Monthly Operating Rate-Rounded	<u>\$200</u>

Derived from Equipment Management System using most recent information. Comparisons used include, but are not limited to, similiar equipment styles and/or like equipment in corresponding locations.