

**ARIZONA DEPARTMENT OF EDUCATION**

**Lisa Graham Keegan**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 99-078**

**TO:** Transportation Directors

**FROM:** Lyle Friesen, Director of School Finance

**DATE:** May 27, 1999

**SUBJECT:** 1998-99 Vehicle Inventory Report (ARS 15-922)

Enclosed is a copy of your 98-99 Vehicle Inventory Report. Please update this report by **following the instructions** attached to this memo. We now have the Vehicle Inventory and Route Report on Delrep which is an electronic form of reporting. We would like very much for your district to report electronically. If you do not have access to a computer with windows we will accept paper this year. The Vehicle Inventory Form has been changed in a few of the areas so please read your instructions.

You will find enclosed a disk labeled Vehicle Inventory Preliminary Report-Delrep disk with your District name and CTDS. This disk contains your district's prior year vehicle inventory data, which you will import into the Delrep 2.1 program. (Note you must have Delrep 2.1 installed on your computer if you choose to use the enclosed disk and submit your vehicle inventory data electronically). Delrep 2.1 is available for downloading from ADE's Web site, <http://www.ade.state.az.us/schoolfinance>. If you do not have an Internet connection and would like to receive a copy of Delrep 2.1 fill out the enclosed form and fax to 602 542-3099 or mail to ADE. The Delrep Vehicle Inventory system has been designed to help you electronically edit your district's prior year vehicle report with current year information. After importing your data, you would simply need to edit this file by updating and adding records to the data set. The instructions for required reports will explain how to update your data. The Delrep manual contains valuable information on the other functions such as printing reports and creating a disk to send to ADE.

**When entering odometer reading DO NOT use 10<sup>th</sup>'s of miles. Only vehicles used to transport students to and from school should be included on the Vehicle Inventory. All other vehicles, not used to transport students, should be retired.**

**Please read the instructions before completing the report** and call Shirley Willis at 602-542-8245 with any questions you may have.

**ARS 15-922.B. requires the Vehicle Inventory be completed and returned on or before July 15, 1998.**

**Fax number: 602 542 3099**

Enclosure

