

Public Transportation Division Vehicle Purchase Reimbursement Option

The following steps are needed to implement the reimbursement option plan. Contact the Financial Program Manager for more information (512-374-5243).

Step	Responsible Party	Action
1	Transit Agency	<ul style="list-style-type: none"> • Contacts Public Transportation Coordinator (PTC) to request vehicle reimbursement option. • Provides vendor information (name, address, phone number and contact person) in writing to PTC. This is due no later than 45 days prior to anticipated delivery date. • Provides information on estimated cost of the vehicle in writing (federal, state and local amounts) to PTC. • Provides transit agency mail delivery address in writing. Two-party warrants will be mailed to transit agency. No direct deposit.
2	PTN (PTC)	<ul style="list-style-type: none"> • PTC forwards information in writing to PTN no later than 30 days prior to the expected delivery date.
3	PTN	<ul style="list-style-type: none"> • Sends to Finance (FIN) division (Voucher Processing Branch) in writing required information needed for new mail code within three days.
4	FIN	<ul style="list-style-type: none"> • Sets up a new mail code for each transit agency accepting reimbursement option. • Updates the Universal Vendor Description and Comptroller's system.
5	PTN	<ul style="list-style-type: none"> • Creates a secondary contract number for each agency project that chooses to separate a vehicle purchase from other expenses. For example, Section 5310 Transit Agency A accepts the reimbursement option for a vehicle purchase. A secondary contract number will be created for the vehicle purchase and the new mail code will be assigned to that contract number. The preventive maintenance and purchase of services budget will remain under the original contract number and mail code. • Enters secondary contract number in segment 41 using the new mail code for the transit agency and vendor. The estimated purchase amount for the vehicle will be entered with the secondary contract number. • Enters an adjustment in segment 41 to reduce the amount on the original contract number. This adjustment should be the same amount that was entered for the secondary contract number. • Creates billing form for vehicle purchase with secondary contract number, new mail code and vehicle vendor name included. • Secondary contract number is not needed for contracts which only cover vehicle purchases and the transit agency requests the option for all vehicles in the contract.

6	Transit Agency	<ul style="list-style-type: none"> Amends budget on Grants Programs Request for Reimbursement form. The original reimbursement request form issued before the vehicle reimbursement option was available will be amended to reflect the reduction in budget for the amount of the vehicle. For vehicle only contracts using this option there is no need to amend the budget.
7	Transit Agency	<ul style="list-style-type: none"> Accepts delivery of vehicle. Receives invoice. Submits appropriate reimbursement request form to the PTC.
8	PTN (PTC)	<ul style="list-style-type: none"> Inspects vehicle. Verifies reimbursement request form for accuracy, completeness, and compliance with terms of the grant agreement. If the form is incomplete, returns it to the transit agency. Transit agencies will be reimbursed within 30 days after receipt of a correctly completed reimbursement request. Reviews the reimbursement request form and back up documentation and forwards copies to FIN and PTN. Sends original copy of reimbursement request (without documentation) to the TxDOT Finance Division. Keeps a copy on file at field office. Sends a second copy to TxDOT Headquarters (PTN). Backup documentation is required for vehicle purchases only.
9	FIN	<ul style="list-style-type: none"> Processes reimbursement request for payment.
10	FIN	<ul style="list-style-type: none"> Mails two-party (transit agency and vehicle vendor) warrant to the transit agency within 30 days of receipt of the reimbursement request by TxDOT. No direct deposit.
11	Transit Agency	<ul style="list-style-type: none"> Endorses warrant and gives warrant to vehicle vendor.