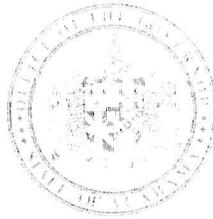


OFFICE OF THE GOVERNOR



JAMES ALLEN MAIN
DIRECTOR OF FINANCE

BOB RILEY
GOVERNOR

STATE OF ALABAMA
STATE CAPITOL
MONTGOMERY, ALABAMA 36130

(334) 242-7160
FAX: (334) 353-3300

November 13, 2007

MEMORANDUM

To: All Department Heads

From: James Allen Main
Director of Finance

Subject: State Motor Pool Use

A handwritten signature in cursive that reads "James A. Main" with a small square stamp to the right.

Due to rate increases from car rental agencies and rising fuel costs it is necessary to strictly adhere to the following procedures effective November 19, 2007.

All employees, based in the Montgomery area who are required to travel, are to use State Motor Pool vehicles unless specific exemption letters have been approved by the Finance Director. If a vehicle is not available when needed the employee must obtain a non-availability form approved by the Motor Pool to be attached to the expense account when filed. Mileage reimbursement will be allowed only if a non-availability form is attached.

All departments based in Montgomery are encouraged to use the State Motor Pool to purchase gasoline including Ethanol (E85), petroleum products and other automotive services and repairs. When re-fueling at the Motor Pool, Ethanol (E85) must be used for vehicles designed to use this fuel.

The only exceptions to these procedures and requirements are those written exceptions granted by the Finance Director. If your department has specific problems with compliance with these changes please contact Andy Hornsby in my office.