



**MEMORANDUM**

**TO:** ADECE Staff with Agency Vehicles  
**FROM:** Dr. Barbara Cooper, Secretary *bjc*  
**RE:** Purchasing Tires for Agency Vehicles  
**DATE:** January 18, 2022

We are committed to supporting all staff in safely operating agency vehicles. It is imperative that staff check their vehicle tires on a regular basis to ensure all tires are in good condition and are not worn beyond repair and in need of replacing. When it is apparent that more than one tire on an agency vehicle needs to be replaced, the process for doing this is outlined below.

The **State Comptroller's Office** requires that a purchase order (PO) is requested **prior to the purchase of more than one tire at a time**. Therefore, it is important that staff are aware of when they may need a new set of tires. Agency vehicle tires should not be so worn and in such bad shape that they need to be replaced on the spot when the vehicle is taken in for service. We cannot support such actions.

Staff should complete an ADECE Maintenance Request Form <https://laserfiche.alabama.gov/Forms/ADECE-VMR> and submit an estimate/quote from the vendor that includes the tire size needed for the agency vehicle. Once the request is received, Tammy Williams will notify Eria White in Accounting to request a purchase order (P.O.) and obtain approval from the Comptrollers' Office, which can take up to 2-3 weeks. Once the P.O. is approved, the staff member will be contacted by email, provided with a copy of the purchase order and then the staff member can move forward in getting the needed tires purchased and installed on the agency vehicle.

***As a reminder, only a single tire can be purchased with the Wright Express Card (WEX) without a purchase order.***

Thank you for making routine maintenance checks to ensure safety in operating your agency vehicle.

cc:  
Dianna Tullier  
Dr. Pamela Truelove Walker  
Tammy Gibson  
Tammy Williams