



**STATE OF ALABAMA**  
**OFFICE OF THE DIRECTOR OF FINANCE**  
STATE CAPITOL  
MONTGOMERY, ALABAMA 36130

BOB RILEY  
GOVERNOR

DRAYTON NABERS, JR.  
DIRECTOR OF FINANCE

**MEMORANDUM**

To: All Department Directors

From: Drayton Nabers, Jr. *Drayton Nabers, Jr.*  
Director of Finance

Subject: Use of State Motor Pool Automobiles  
Gasoline Purchases for State Vehicles

Date: May 6, 2003

State employees who are based in Montgomery and required to travel by automobile on official business must utilize State Motor Pool vehicles unless a vehicle is not available at the time of the travel or an exemption to the use of the Motor Pool has been granted by this office. The State Comptroller will not reimburse a traveler for the use of a privately owned vehicle without a Motor Pool non-availability certificate or a properly approved exemption letter. Motor Pool exemptions will be granted sparingly and only for good cause shown. Exemption requests must be approved by the department director prior to submission to this office. Please ensure that all exemption requests are based upon a legitimate need. Motor Pool exemption letters approved during previous administrations **will no longer be accepted** by the State Comptroller.

Please advise your employees to utilize the State Motor Pool when refueling department-owned or leased vehicles in Montgomery. Motor Pool gas prices are consistently lower than the prices charged at commercial stations.

The State Motor Pool is located at 386 South Ripley Street (the corner of High Street and South Ripley Street) and is open from 8:00 a.m. until 5:00 p.m., Monday through Friday.

The Motor Pool shop is also available to repair minor mechanical problems and perform routine servicing and maintenance on State-owned and leased automobiles. Vehicle repair and maintenance prices are generally one-third of local commercial rates. Questions concerning vehicle maintenance work should be directed to Mr. Curtis Hays at 334-242-4043.

Thank you for continued cooperation in working to reduce agency expenditures.