


Meeting Summary Functional Area: Inventory Management Business Partner Meeting Sub-Function: Fleet Management Meeting Date: June 11, 2008 Location: Richmond, VA CRM 702		
Meeting called by: Curtis Chisholm	Facilitators: Kathy Aebischer and Stefan Yssel	
Sheila Bowles Beth Cooley Justin Thomas	Enterprise: Christina Covaney Leslie Skinner	
√ 3 out of 4 SME's and 2 out of 2 Business Partner Attended		
Meeting Goals and Objectives: <ol style="list-style-type: none"> 1. Introduction 2. System Redesign Background 3. Discuss Process Improvement Opportunities and Best Practices 		
Summary of Accomplishments: <p>Discussed option of employees making their own reservation and payment:</p> <ul style="list-style-type: none"> • Employee would attach receipt to Travel Reimbursement Form. <p>Discussed option of sub-accounts:</p> <ul style="list-style-type: none"> • Enterprise recommends assigning specific individuals to make reservations for a more manageable group size by setting up sub-accounts. This also assists with easier reconciliation. • Enterprise is flexible with the quantity of sub-accounts that DMV could set-up under the Main account. • Each sub-account could have different requirements (examples: person allowed to make reservations, cost code, special vehicles needed). <p>Discussed payment options:</p> <ul style="list-style-type: none"> • Charge on DMV (unrestricted) Amex Credit Card – current process (only 1 card) • Direct bill with 30 day approval. After contacted of DMV approval, charged to DMV (unrestricted) Amex Credit Card. • Direct bill. Invoice to Accounts Payable. • Electronic Funds Transfer <p>Discussed Enterprise invoicing electronic :</p> <ul style="list-style-type: none"> • Currently, Enterprise does not have that capability. • Possibly in a year they would have the capability. Would like to talk about being one of the first ones to pilot when available. <p>Discussed Best Practices with other State Agencies (All use multiple sub-accounts):</p> <ul style="list-style-type: none"> • Department of Corrections • Department of Health • Department of Rehab Services <p>Action Item: Determine the process and parties to prepare a Decision Paper.</p>		