

Agency Approval to Work with Fleet Card Provider



Federal Fleet Management System (FedFMS)
U.S. General Services Administration

Project: Federal Fleet Management System (FedFMS)

This collaboration agreement is made on _____
(mm/dd/yyyy)

BETWEEN:

Agency 1: _____
Name & Acronym

Agency 2: _____
Name & Acronym

Agency 3: _____
Name & Acronym

IT IS HEREBY AGREED AS FOLLOWS:

1. The agency agrees that GSA may work on their behalf with their fleet card provider to establish a file transfer process, frequency of transmission, and other details needed to import fleet card cost and fuel information to FedFMS.
2. This agreement establishes that GSA has permission from the agency to access specific fleet card data and to develop a data transfer process.
3. By granting GSA permission to access these records and import them into FedFMS, the agency meets the Fleet Management Information System (MIS) requirement included in section 102-34.347 of the Federal Management Regulation (FMR), namely: "(c) In order to satisfy Government-wide reporting requirements, it is essential that Federal agencies' Fleet MIS conform to minimum standards. Agencies that do not have such systems should ensure that systems they acquire or develop conform to the minimum requirements established in this bulletin, and agencies that have systems should perform any necessary enhancements to bring such systems into compliance with these requirements."

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This collaboration agreement is to be duly signed by the authorized representatives for each agency.

Authorized to sign on behalf of _____ (Agency 1)

Sign and Date (mm/dd/yyyy)

Authorized to sign on behalf of _____ (Agency 2)

Sign and Date (mm/dd/yyyy)

Authorized to sign on behalf of _____ (Agency 3)

Sign and Date (mm/dd/yyyy)