TO: Agency Fleet Coordinators
FROM: James Parsons, Fleet Analyst - Maintenance
Fleet Management Office
DATE: May 2, 2017
SUBJECT: Object Codes on the ARI invoice

By request of the State Auditor’s office, ARI vehicle maintenance invoices must use the two following Object Codes when breaking down the invoice for payment. Listed below are some examples of each Object Code.

**Object Code 3225**
Vehicle Operating Expenses
- Oil Changes
- Car Washes
- New Tires
- Vehicle Inspections

**Object Code 6105**
Vehicle Repairs
- Bearings
- Seals
- Brakes and/or Rotors
- Transmission Repairs
- Engine Repairs
- Towing

Please contact me at (304) 558-0086 if you have any questions.