

OFFICE OF THE GOVERNOR
BUDGET AND PROGRAM PLANNING
STATE OF MONTANA



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29B-Memo 6
Attachments-2

Date: April 13, 2026

To: Centralized Service Administrators of all State Agencies

From: Ryan Osmundson, Budget Director
Office of Budget and Program Planning

Subject: Vehicle Leasing Program- EPP

The Office of Budget and Program Planning encourages agencies with vehicle replacement needs to use the State Motor Pool. The Motor Pool alternative transfers an agency's responsibility for vehicle maintenance and management to the Motor Pool and guarantees safe, reliable vehicles. The vehicles received may be new or used depending on the estimated yearly mileage and agency wide usage. The leasing agency is responsible for maximizing the vehicle utilization within the agency. If the vehicles are not getting the maximum usage, the Motor Pool may reassign an underutilized vehicle to another agency.

Accompanying this memo are two surveys. Please complete the pre-populated Attachment 1: *OBPP Lease Survey* for current leases. For new leased vehicle requests, please complete Attachment 2: *NP PL* for EACH request within the same file and **email both surveys to Christine Hultin at OBPP by June 5, 2026.** This information will be used by the Motor Pool to prepare for the next biennium's budget including equipment purchases.

The Motor Pool charges both an hourly and a per mile rate. The hourly rate will be established by the Motor Pool at a cost recovery level. Motor Pool management includes vehicle purchase and replacement, scheduled and unscheduled maintenance, liability insurance, and fuel.