

# Vehicle Expenses: Billing and Payment Procedures

## Important Notes:

- All maintenance, repairs, and accessories greater than \$500 (except windshields) require approval (P.O.#) from DAS Fleet Services prior to service.
- All tires require prior approval regardless of amount.
- For pre-approval, vendors must call DAS Fleet Services at 515-281-3162.
- All **Direct Bill** invoices must be sent to: [DAS.Finance.payables@das.iowa.gov](mailto:DAS.Finance.payables@das.iowa.gov)
- All **Risk** (auto body) invoices must be sent to: [DAS.Risk@das.iowa.gov](mailto:DAS.Risk@das.iowa.gov)

Category	Direct Bill	WEX Card	Pcard	Other
<b>Fuel</b>		All fuel purchases for State of Iowa Fleet vehicles must be made with the WEX cards assigned to them.	ONLY for Equipment or Off-Road Vehicles.	
<b>Vehicle Maintenance, Repairs, and Parts</b>	Required Information: •Vehicle Number (plate) •DAS Fleet PO# (over \$500)	No maintenance, repairs, or tire purchases are allowed on a WEX card.	No maintenance, repairs, or tire purchases are allowed on a Pcard.	
<b>Windshield Services</b>	Windshield repairs and replacement •Vehicle Number as the PO#. No prior authorization required.			
<b>Tire Purchases</b>	Non-contract covered services must be direct billed to DAS Finance.			Contract tire purchases & tire related services - Invoices must be billed through the NASPO ValuePoint national account (Bridgestone/Firestone, Continental, Goodyear).
<b>Car Washes</b>		Allowed on WEX Card	Allowed on Pcard	
<b>Windshield Wipers/Fluid</b>		Allowed on WEX Card	Allowed on Pcard	
<b>Quart of Oil</b>		Allowed on WEX Card	Allowed on Pcard	
<b>Emergency Items under \$100</b>		Allowed on WEX Card	Allowed on Pcard	
<b>Roadside Assistance</b>		Up to \$500 with NAC FleetRescue vendors.		
<b>Accessories</b>	Running boards, tool boxes, bed mats, etc.		Running boards, tool boxes, bed mats, etc.	