

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
- All **Risk** (auto body) invoices must be sent to: DAS.Risk@das.iowa.gov

Category	Direct Bill	WEX Card	Pcard	Other
Fuel		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.	
Vehicle Maintenance, Repairs, and Parts	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.	
Windshield Services	Windshield repairs and replacement •Vehicle Number as the PO#. No prior authorization required.			
Tire Purchases	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).
Car Washes		Allowed on WEX Card	Allowed on Pcard	
Windshield Wipers/Fluid		Allowed on WEX Card	Allowed on Pcard	
Quart of Oil		Allowed on WEX Card	Allowed on Pcard	
Emergency Items under \$100		Allowed on WEX Card	Allowed on Pcard	
Roadside Assistance		Up to \$500 with NAC FleetRescue vendors.		
Accessories	Running boards, tool boxes, bed mats, etc.		Running boards, tool boxes, bed mats, etc.	