



Vehicle Expenses – Billing and Payment Procedures

Please refer to the chart below for guidance regarding vehicle expenses, billing, and payment procedures for fleet vehicle expenses.

**** All maintenance, repairs, and tire purchases greater than \$500 (except windshields) require approval (P.O. #) from DAS Fleet Services prior to service. ****

For pre-approval, vendors must call DAS Fleet Services at 515-281-3162.

Direct Bill	WEX Card	Pcard	Other
<p>Vehicle Maintenance, repairs, and parts – Invoices must be submitted to DAS Finance: DAS.Finance.Payables@iowa.gov</p> <p>Required Information:</p> <ul style="list-style-type: none"> Vehicle Number (plate) DAS Fleet P.O. # is over \$500 	<p>Fuel – All fuel purchases for State of Iowa Fleet vehicles must be made with the WEX cards assigned to them.</p>	<p>Fuel – ONLY for Equipment of Off-Road Vehicles.</p>	<p>Tire purchases & contract-covered tire related services – Invoices must be billed through the NASPO ValuePoint national account (Bridgestone/Firestone, Continental, Goodyear). See Contracted Vendor Map.</p> <p>Non-contract covered services must be direct billed to DAS Finance: DAS.Finance.Payables@iowa.gov</p>
<p>Windshield repairs and replacement – Instruct vendors to use the vehicle number as the P.O. and direct bill DAS Finance per above. No prior authorization required.</p> <p>**Note: Windshield repairs and replacements are paid by the State's risk fund (not agency funds) and therefore should not be paid with a WEX or Pcard.**</p>	<p>No maintenance, repairs, or tire purchases are allowed on a WEX card.</p>	<p>No maintenance, repairs, or tire purchases are allowed on a Pcard.</p> <p>Accessories, such as running boards, tool boxes, bed mats, bed liners, etc.</p>	<p>Auto-body/collision repairs must be approved prior to any repair work. Invoices must be submitted to DAS.Risk@iowa.gov per instructions provided to contracted auto body repair shops. Contract vendors within 30 miles must be used. See Contracted Vendor Map.</p>
<p>Tire repairs performed by non-contracted vendors may be direct billed or paid by Pcard.</p>	<p>Roadside Assistance – Up to \$500 with NAC FleetRescue vendors.</p>	<p>Tire repairs performed by non-contracted vendors may be direct billed or paid by Pcard.</p>	

DAS Fleet Services • 109 S.E. 13th St • Des Moines, IA 50319 • 515-281-3162

Website: <https://das.iowa.gov/procurement/fleet-services> • Driver Assistance: <https://das-serma.iowa.gov>