



# 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 \$300 (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><b>Vehicle Maintenance, repairs, and parts</b> – Invoices must be submitted to DAS Finance:  <a href="mailto:DAS.Finance.Payables@iowa.gov">DAS.Finance.Payables@iowa.gov</a></p> <p>Required Information:</p> <ul style="list-style-type: none"> <li>Vehicle Number (plate)</li> <li>DAS Fleet P.O. # is over \$300</li> </ul>	<p><b>Fuel</b> – All fuel purchases for State of Iowa Fleet vehicles <b>must be made</b> with the WEX cards assigned to them.</p>	<p><b>Fuel</b> – ONLY for Equipment of Off-Road Vehicles.</p>	<p><b>Tire purchases &amp; contract-covered tire related services</b> – Invoices must be billed through the NASPO ValuePoint national account (Bridgestone/Firestone, Continental, Goodyear). <a href="#">See Contracted Vendor Map.</a></p> <p>Non-contract covered services must be direct billed to DAS Finance:  <a href="mailto:DAS.Finance.Payables@iowa.gov">DAS.Finance.Payables@iowa.gov</a></p>
<p><b>Windshield repairs and replacement</b> – Instruct vendors to use the vehicle number as the P.O. and direct bill DAS Finance per above. <b>No</b> prior authorization required.</p> <p><b>**Note:</b> 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><b>No maintenance, repairs, or tire purchases are allowed on a WEX card.</b></p>	<p><b>No maintenance, repairs, or tire purchases are allowed on a Pcard.</b></p> <p><b>Accessories, such as running boards, tool boxes, bed mats, bed liners, etc.</b></p>	<p><b>Auto-body/collision repairs</b> must be approved prior to any repair work. Invoices must be submitted to <a href="mailto:DAS.Risk@iowa.gov">DAS.Risk@iowa.gov</a> per instructions provided to contracted auto body repair shops. Contract vendors within 30 miles must be used. <a href="#">See Contracted Vendor Map.</a></p>
<p><b>Tire repairs</b> performed by non-contracted vendors may be direct billed or paid by Pcard.</p>	<p><b>Roadside Assistance</b> – Up to \$500 with NAC FleetRescue vendors.</p>	<p><b>Tire repairs</b> performed by non-contracted vendors may be direct billed or paid by Pcard.</p>	

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

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