

March 16, 2022

RE: Service and Billing Procedures for State of Iowa Fleet Vehicles

Dear State of Iowa Vehicle Service Providers,

The Department of Administrative Services (DAS) Fleet Services is responsible for managing the maintenance, service, and repair of all State fleet vehicles. The information below outlines required procedures for servicing State-owned vehicles managed by DAS Fleet Services. This includes all State agency vehicles **except** those owned by the Iowa Department of Transportation, the University of Northern Iowa, Iowa State University, and the University of Iowa.

Services less than \$500 and Windshield/Glass Repair

- Pre-authorization is not required for services less than \$500 and windshield/glass repair.
- Routine maintenance and repairs may be performed by any licensed service provider.
- All vehicle expenses must be direct billed to the State of Iowa (see Billing Procedures below).
- Invoices must include the official vehicle number (license plate number).

Services \$500 and greater - PRE-AUTHORIZATION REQUIRED ** 515-281-3162

- Services \$500 or more must be pre-authorized by DAS Fleet Services.
- Vehicle operators are **not** authorized to approve repairs to State vehicles or allowed to use loaner or rental vehicles from service providers.
- Service providers are responsible for obtaining pre-authorization. **Contact DAS Fleet Services at 515-281-3162, 8:00 a.m. – 4:30 p.m., Monday – Friday, excluding state-observed holidays.**
- A Purchase Order (P.O.) number will be provided upon approval.
- The official vehicle number **and** P.O. number must be included on all invoices greater than \$500.

Tires - PRE-AUTHORIZATION REQUIRED ** 515-281-3162

- Tire purchases must be pre-authorized by DAS Fleet Services. A product code is required.
- Tires for State vehicles may **only** be purchased through Bridgestone/Firestone, Goodyear, and Continental vendors participating in the State's NASPO ValuePoint master agreement.
- The tires, mounting, and other contract-covered tire-related services must be invoiced via the manufacturer by the participating tire provider per the NASPO ValuePoint master agreement and following account numbers:
 - Bridgestone/Firestone Account #: 254087
 - Goodyear Account #: 177384
 - Continental Account #: 7457535
- Other services not included in the NASPO ValuePoint master agreement - such as oil changes, brake work, or other repairs - must be invoiced separately. (See Billing Procedures below.)
- A map of participating tire providers is available on the DAS Fleet Services website:
<https://das.iowa.gov/procurement/fleet-services>
- Independent repair shops may obtain tires from participating tire providers and charge for labor only.
- Tire providers wishing to participate in the NASPO ValuePoint master agreement should contact manufacturers directly.
- The official vehicle number **and** P.O. number must be included on all tire invoices.

Accidents and Autobody Repairs - PRE-AUTHORIZATION REQUIRED

- The procedures as stated above do not pertain to repairs due to accidents. Additional requirements apply.
- For information regarding accident damage procedures, please contact DAS Fleet Services at das.risk@iowa.gov.

Billing Procedures

**** State drivers should not pay for service or repairs to State-owned vehicles. Vehicle repairs are not allowed on State of Iowa Pcards or WEX fuel cards. ****

Chrysler Dealerships

- Pre-authorization required for services \$500 or more.
- Submit invoices through Chrysler ServiceNet:
 - Fleet code #: 79920
 - Service ID #: IA 000338

Ford Dealerships

- Pre-authorization required for services \$500 or more.
- Submit invoices through Ford Fleet Care (FFC):
 - Account #: 007305

GM Dealerships

- Pre-authorization required for services \$500 or more.
- Submit invoices through GM Fleet Trac:
 - Account #: 22295

All other vendors

- Submit all invoices for vehicle expenses to:
[Iowa Department of Administrative Services](#)
3rd Floor – Finance, Hoover Building
1305 E Walnut St
Des Moines, IA 50319-0104
Ph 515-281-0887
Fax 515-281-6140
DAS.Finance.Payables@iowa.gov
- Invoices **must** include the official vehicle number (license plate number).
- The official vehicle number **and** P.O. number **must** be included on all invoices greater than \$500.
- New Vendors: A W-9 is required before payment can be processed. Submit to DAS.Finance.Payables@iowa.gov.

If you have any questions regarding the repair approval process, billing, or other concerns, please contact DAS Fleet Services at 515-281-3162. Thank you.

Sincerely,



Mariah Flowers, CPM

Fleet Services Manager

Iowa Department of Administrative Services – Central Procurement and Fleet Services Enterprise

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