

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	260.151	1 of 1	July 1, 2003 Revised 7/1/16
Subject	CENTRAL SERVICES - DEPARTMENT OF ADMINISTRATIVE SERVICES CENTRAL PROCUREMENT AND FLEET SERVICES ENTERPRISE POOL VEHICLES		

1. Each time a department requires the use of a pool car, a reservation must be made through the on-line vehicle reservation system. For access to or more information about the reservation system, contact 281-5123. Each month, any department having used a pool car during the month will receive an electronic bill for the service received. This billing is incorporated in the eDAS bill. The funds are transferred via the automated billing process. See Procedure 280.302 for more information on the automated billing process.
2. Any problems or questions concerning the actual billing from the Central Procurement and Fleet Services Enterprise should be referred to that office at (281-5123). Any problems or questions regarding the accounting portion should be referred to DAS.Finance.Billing@iowa.gov. Any problems or questions regarding the actual transfer should be referred to DAS-SAE-Daily Processing.