

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	260.152	1 of 1	July 1, 2003 Revised 12/3/08
<b>Subject</b>	CENTRAL SERVICES - DEPARTMENT OF ADMINISTRATIVE SERVICES CENTRAL PROCUREMENT & FLEET SERVICES ENTERPRISE DEPARTMENTAL VEHICLES		

1. Once each month the DAS-Centralized Procurement & Fleet Services Enterprise furnishes the related charges for each vehicle assigned during the month. The procedure for the processing of this billing is the same as outlined for "Pool Cars". See Procedure 260.151.
2. Any problems or questions concerning the actual billing from DAS-Centralized Procurement & Fleet Services Enterprise should be referred to that office (281-5121). Any problems or questions regarding the accounting portion should be referred to [DAS.Finance.Billing@iowa.gov](mailto:DAS.Finance.Billing@iowa.gov). Any problems or questions regarding the actual transfer should be referred to DAS-SAE-Daily Processing.