

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	260.185	1 of 1	July 1, 2003 Revised 12/3/08
Subject	CENTRAL SERVICES DEPARTMENT OF ADMINISTRATIVE SERVICES – GENERAL SERVICES ENTERPRISE LEASES ON BUILDING		

1. The Department of Administrative Services-General Services Enterprise (DAS-GSE), Space Management Section, by authority of the Code of Iowa, Section 8A.327, administers the leases on the buildings in the Des Moines area that are occupied by the various state departments not housed in the Capitol Complex. Questions and problems concerning these leases should be referred to the DAS-GSE – Space Management.
2. Each month those departments occupying rented space and having non-general fund sources are charged, in proportion to their non-general fund sources, for the costs connected to the occupation of their space -- rent, utilities, custodial services, etc. An electronic invoice is created for each department thru the eDAS billing system by DAS Finance.
3. Any questions or problems concerning the actual billing should be referred to the DAS.Finance.Billing@iowa.gov. Any questions or problems about the actual transfer or about the accounting portion should be referred to the DAS-SAE-Daily Processing.