

		Department of Administrative Services Central Procurement and Fleet Services Enterprise				
		Title/Subject:		Fleet Services Fleet Management Revolving Fund		
		Applies to:		All Executive Branch Employees, Non-Employees Representing the State	Effective Date:	6/30/2022
					Revised Date:	6/1/2025
		End Date:				
X	Policy	Approved by:	Director Adam Steen	Policy #	650.015	
X	Procedure	# of Pages:	1	Procedure #	650.015	
	Other	Instruction:				
Legal Authority:						

I. Purpose

- A.** The purpose of this policy is to define the purpose of the Fleet Management Revolving Fund.

II. Policy

- A.** The Department of Administrative Services (DAS) is responsible for the purchase of gasoline, oil, tires, repairs and all other general vehicle expenses incurred in the operation of state-assigned motor vehicles. The expenses will be paid for through the Fleet Management Revolving Fund.

III. Procedure

A. Guidelines:

1. All general vehicle expenses will be received and paid for by DAS through this fund.
2. At the end of each month DAS will provide a statement to each agency for the actual cost of operation for all motor vehicles assigned to them.
3. The Fleet Overhead Fee will be charged to each agency. The fee will be based on the number of active vehicles each month. This fee will be billed to the agency through the eDas billing system and deposited to this fund.

B. Communication:

1. This Policy is available on the DAS Fleet Services website.
2. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.