

		Department of Administrative Services Central Procurement and Fleet Services Enterprise				
		Title/Subject:		Fleet Services Vehicle Acquisition		
		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 #	650.020	
X	Procedure	# of Pages:	1	Procedure #	650.020	
	Other	Instruction:				
Legal Authority: IC 8A.361 ; IC 8A.362						

I. Purpose

- A. The purpose of this policy is to define the requirement to purchase replacement vehicles and new additions to the fleet by going through the Department of Administrative Services.

II. Policy

- A. The Department of Administrative Services (DAS) is responsible for the purchase of motor vehicles used by any person who drives a vehicle to conduct official state business. This includes all branches of State government, except the Department of Transportation, Board of Regents, Department for the Blind, and any other state agency exempted by law (Iowa Code [8A.361](#) and [8A.362](#))

III. Procedure

A. Guidelines

1. A list of all available vehicle contracts is available here: [Vehicle Contract Catalog](#)
 - a) The agency will select the vehicle to be purchased and complete a vehicle order form.
 - b) It must meet retirement requirements and remain in the same vehicle class size as specified in [Policy 650.055 Fleet Services Vehicle Disposal](#)
 - c) Delivery Time: Please note that production time for vehicles can vary greatly depending on factors such as plant shutdowns, seasonality, production scheduling, upfitting and other variables.

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.