

		Department of Administrative Services Central Procurement and Fleet Services Enterprise			
		Title/Subject: Fleet Services Vehicle Expense Billing			
		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 #	650.060
X	Procedure	# of Pages:	2	Procedure #	650.060
	Other	Instruction:			
Legal Authority:					

I. Purpose

- A. The purpose of this policy is to advise agencies and shareholders on the procedure for properly billing vehicle maintenance and repair expenses.

II. Policy

- A. Vehicle maintenance and repair vendors must follow the proper billing procedures in order to be paid in a timely manner.

III. Procedure

A. Guidelines:

1. FCA/Chrysler Dealerships
 - a) Pre-authorization is required for services \$500 or more and all tire purchases.
 - b) Submit invoices through Chrysler Servicenet:
 - (1) Fleet code number: 79920
 - (2) Service ID number: IA 000338
2. Ford Dealerships
 - a) Pre-authorization is required for services \$500 or more and all tire purchases.
 - b) Submit invoices through Ford Fleet Care (FFC):
 - (1) Account number: 007305
 - (2) Contact DAS Fleet Services for VIN verification.
3. General Motors Dealerships
 - a) Pre-authorization is required for services \$500 or more and all tire purchases.
 - b) Submit invoices through GM Fleet Trac:
 - (1) Account number: 22295
 - (2) Contact DAS Fleet Services for VIN verification.
4. All other vendors
 - a) Submit all invoices for vehicle expenses to

DAS.Finance.Payables@iowa.gov or fax to 515-281-6140, direct mail to 1305 E. Walnut, Des Moines, Iowa, 50319.

5. Invoices must include the official vehicle number (license plate number).
6. The official vehicle number and P.O. number must be included on all invoices of \$500 or more.
7. New Vendors: A W-9 is required before payment can be processed

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.