



November, 2019

RE: Service and Billing Procedures for State of Iowa Fleet Vehicles

Dear State of Iowa Vehicle Service Providers,

The Department of Administrative Services (DAS) Fleet Services is responsible for managing the maintenance, service, and repair of all State fleet vehicles. The information below outlines required procedures for servicing State-owned vehicles managed by DAS Fleet Services. This includes all State agency vehicles **except** those owned by the Iowa Department of Transportation, the University of Northern Iowa, Iowa State University, and the University of Iowa.

Services less than \$300 and Windshield/Glass Repairs

- Pre-authorization is not required for services less than \$300 and any windshield/glass repairs.
- Routine maintenance and repairs may be performed by any licensed service provider who direct bills the State of Iowa. All vehicle expenses must be direct billed per the Billing Procedures below.
- The official vehicle number (license plate number) must be included on all invoices.

Services \$300 or more ** PRE-AUTHORIZATION REQUIRED **

- Services \$300 or more must be pre-authorized by DAS Fleet Services.
- Vehicle operators are **not** authorized to approve repairs to State vehicles or permitted to drive loaner or rental vehicles from service providers without prior approval from DAS Fleet Services.
- Service providers are responsible for obtaining pre-authorization. **Contact DAS Fleet Services: 515-281-3162, 7:30 a.m. – 4:30 p.m., Monday – Friday (excluding state-observed holidays).**
- A Purchase Order (P.O.) number will be provided upon agency approval.
- The official vehicle number **and** P.O. number must be included on all invoices greater than \$300.

Tires ** PRE-AUTHORIZATION REQUIRED **

- All tire purchases must be pre-authorized by DAS Fleet Services. A product code is required.
- Tires for State vehicles may **only** be purchased through Bridgestone/Firestone, Goodyear, and Continental vendors participating in the State's NASPO ValuePoint master agreements.
- Tires, mounting, and other contract-covered tire-related services must be invoiced by the participating tire provider via the manufacturer per the NASPO ValuePoint master agreements and following account numbers:
 - Bridgestone/Firestone Account: 254087
 - Goodyear Account: 177384
 - Continental Account: 7457535
- Other services not included in the NASPO ValuePoint master agreement - such as oil changes, brake work, or other repairs - must be invoiced separately. (See Billing Procedures below.)
- A map of participating tire providers is available on the DAS Fleet Services website:
<https://das.iowa.gov/procurement/fleet-services>

- Independent repair shops may obtain tires from participating tire providers and charge for labor only.
- Tire providers wishing to participate in NASPO ValuePoint master agreements should contact the manufacturers directly.
- The official vehicle number **and** P.O. number must be included on all tire invoices.

Accidents and Autobody Repairs **** PRE-AUTHORIZATION REQUIRED ****

- These procedures do not pertain to repairs due to accidents. Additional requirements apply.
- For information regarding accident damage procedures, please contact DAS Fleet Risk at 515-725-2243.

Billing Procedures

**** State drivers should not pay for service or repairs to State-owned vehicles.
Vehicle expenses are not allowed on drivers' State of Iowa Pcards or WEX fuel cards. ****

Chrysler Dealerships

- Pre-authorization required for services \$300 or more and all tire purchases.
- Submit invoices through Chrysler Servicenet:
 - Fleet code number: 79920
 - Service ID number: IA 000338

Ford Dealerships

- Pre-authorization required for services \$300 or more and all tire purchases.
- Submit invoices through Ford Fleet Care (FFC):
 - Account number: 007305
- Contact DAS Fleet Services for VIN verification.

All other vendors

- Submit all invoices for vehicle expenses to DAS.Finance.Payables@iowa.gov or fax to 515-281-6140.
- Invoices **must** include the official vehicle number (license plate number).
- The official vehicle number **and** P.O. number **must** be included on all invoices \$300 or more.
- **New Vendors:** A W-9 is required before payment can be processed. Submit to DAS.Finance.Payables@iowa.gov.

If you have any questions regarding the repair approval process or billing procedures, please contact DAS Fleet Services at 515-281-3162. Thank you.

Sincerely,



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