



Oregon

Tina Kotek, Governor

Department of Administrative Services

1100 Airport Rd SE

Salem, OR 97301

oregon.gov/das

Vendors

Maintenance and Repair Preauthorization

DAS Fleet & Parking Services has specific billing procedures for services performed on fleet vehicles. Vendors, we ask you to assist us in following these procedures to ensure timely payment on all invoices. Prior to service or repair of DAS-owned vehicles – including warranty repairs or recalls – vendors need authorization from our Field Services office.

For vendor convenience, we have initiated a toll-free phone number for our Field Services office: 1- 800-378-0077. When you call, please have the following information ready: vehicle license number, mileage, description of service, and cost of repair. A purchase order will be issued for standard services with set prices. If repair cost cannot be estimated without teardown, provide a description of the concern (a purchase order will be issued when a total repair cost can be accurately established).

For payment, email or fax the original invoice to field.services@das.oregon.gov or 503-373-7796. Invoice must include:

- Vehicle license number
- Current mileage
- Work performed, including parts and labor prices
- Date of service • Vehicle driver's signature
- Purchase order number
- Vendor tax ID number