

STATE FLEET ASSET REPAIR AUTHORIZATION PROCESS

State fleet asset repairs, maintenance, and modifications are subject to evaluation and approval from the Department of General Services, Office of Fleet and Asset Management (OFAM).

OFAM currently delegates repair authorization to state agencies as follows:

- Up to \$750, including taxes and fees, at a DGS-approved vendor
- Up to \$350, including taxes and fees, at a non-DGS-approved vendor

Any estimate exceeding these delegated limits must be reviewed and approved by an OFAM Inspector of Automotive Equipment (IAE) before any work begins.

Procedure for Obtaining IAE Authorization

1. Verify Vendor Approval Status

Check whether your selected vendor is DGS-approved using the [Approved Auto Repair Facilities locator](#).

2. Obtain an Itemized Estimate

Request a complete, itemized estimate from the vendor, including all taxes and fees.

3. Determine Whether IAE Authorization Is Required

All estimates over \$750 from a DGS-approved vendor or over \$350 from a non-DGS-approved vendor must be submitted to an IAE. When an estimate exceeds the delegated threshold, the agency's fleet manager must email it to the local DGS IAE for authorization. By sending the estimate, the fleet manager is confirming that the agency has completed its internal review and intends to proceed with the repair once it is authorized by DGS.

You can find contact information for [your local IAE on the OFAM website](#).

4. Obtain an IAE Authorization Number

The IAE will review the estimate and typically respond within 48 hours; however, unforeseen operational issues or extensive workloads may occasionally extend this turnaround time. If an urgent review is required, the department may contact the regional Senior IAE.

Do not approve the vendor to begin work until you receive an IAE authorization number.

5. Submitting the Final Invoice

After the vendor completes the authorized work, the agency may submit the final invoice to the IAE for approval stamp.

Invoices for work that was not pre-authorized by an IAE will not be approved.

Urgent Repairs Outside Normal Business Hours

If emergency repairs are required outside standard business hours (Monday–Friday, 8:00 a.m.–5:00 p.m.), leave a voicemail or send an email to your local IAE explaining the urgent need.

Note: This exception only applies when the vendor performs the work outside normal business hours. If the repair began during standard business hours without contacting an IAE for estimate review, it is considered an unauthorized repair.

Request for Retroactive Approval

If an agency had a critical reason for bypassing required DGS IAE pre-authorization, the agency may request OFAM's consideration for retroactive approval by submitting an OFAM 157 – Unauthorized Repair Invoice Approval Request.

Note: Submission of an OFAM 157 does not guarantee approval. Unjustifiable noncompliance will be denied and reported to the State Controller's Office (SCO) to notify them of the DGS decision.

When completing the OFAM 157, ensure the following:

- The form must be completed and signed by the agency fleet manager responsible for the entire fleet, not by a driver or local fleet manager. OFAM expects the agency-level fleet manager to investigate the incident and determine whether valid justifications.
- Section 4 – Justification must describe the critical circumstances that left the agency no option other than to bypass the pre-authorization process. Do not simply describe the vehicle issue or repair needs.
- Section 5 – Preventive Measures must outline agency-level corrective or preventive steps (for example, enhanced internal training, recurring reminders, corrective actions for repeated issues).

Note: A copy of the official policy or procedural document, or internal communication supporting the preventive measures, must be submitted with the OFAM 157.

- An OFAM 157 that lacks valid justifications and appropriate documentation for preventive measures will be denied. If an OFAM 157 is denied, no further reconsideration will be provided.

In Case of Denial

If an unauthorized repair invoice is denied, the agency may refer the vendor to the process for filing a Government Claim.

If the vendor has already been paid using a CAL-Card, and the agency is unable to pay U.S. Bank for the charges on the CAL-Card, the agency may refer U.S. Bank to the process for filing a Government Claim.

All denied OFAM 157s will be forwarded to SCO along with the associated invoices.