

 <p style="text-align: center;"><b>STATE OF ALASKA</b> <b>DEPARTMENT OF TRANSPORTATION</b> <b>AND PUBLIC FACILITIES</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>11.01.030</b>	PAGE  1 of 4
	EFFECTIVE DATE <p style="text-align: center;">April 9, 2013</p>	
SUBJECT <b>SEF Agency Billing Guidelines</b>		SUPERSEDES <b>11.01.030</b>
		DATED July 24, 2009
CHAPTER <b>Statewide Equipment Fleet</b>	SECTION <b>General Administration</b>	APPROVED BY  <b>Signature on File</b>

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on defining the State Equipment Fleet (SEF) user agencies' responsibilities for reconciliation and payment of the monthly SEF vehicle and service bills.

## POLICY

It is the policy of SEF to bill user agencies monthly for vehicles assigned and services performed. SEF user agencies are required to pay for these fees and services within procedural guidelines or promptly submit information to correct erroneous billings.

## PROCEDURE

- A. All users of SEF vehicles and services are billed monthly for vehicles assigned to and services performed for their agency. Users are required to pay their billings within the same guidelines as noted in AAM 35.120. If any agency disagrees with any portion of the charges, the agency is to pay the portion not in question. An agency that disputes a billing shall submit an SEF Billing Correction Request form to SEF for the disputed portion within 30 days from the date of the bill (See Attachment).
- B. The monthly bill will include the following types of charges:
  1. Replacement fees are automatically generated each month or partial month that a wet or dry rental vehicle is assigned to a user agency. Exceptions:
    - Wet rental assets that are purchased by an outside agency, signed over to the state, and will not be replaced or
    - Vehicles that are part of an Airport Improvement Project, which have been assigned a WN billing status

Partial months are billed on a prorated basis. The cost and status of the vehicle determine replacement charges. Replacement rates are established

- by SEF headquarters and approved by the Office of Management and Budget (OMB).
2. Operating charges are billed at a monthly rate established by SEF headquarters and approved by OMB for wet rental vehicles. Rates are established for each vehicle and do not include fuel. These charges are automatically billed each month or partial month that a wet rental vehicle is assigned to the user agency. Partial months are billed on a prorated basis.
  3. Billable maintenance, repairs, and services are for all work not covered by monthly operating rates. This includes: accidents, equipment damaged in operation, repair and maintenance on dry or non-rental equipment, and user support provided by SEF employees, as documented on User Support work orders. These charges are billed directly to the user agency. A representative of the user agency must sign a work order requesting the work be performed in compliance with P&P 11.01.040 Work Order Procedures. Users can obtain copies of billable work orders through the Equipment Management System (EMS).
  4. Fuel charges are billed to the user for all equipment using a fleet fuel card. Fuel is charged to the user agency at cost plus overhead, less state and federal taxes.
  5. SEF cannot provide individual fuel charge documentation (invoice at the pump). User agencies are required to set up procedures by which they account for fuel use by their agency. SEF can provide information from the credit card company to assist agencies regarding charges in question. Refuted charges must be documented on a SEF Billing Correction Request form within 30 days. Users who refuse to pay their fuel charges will have their fuel credit card privileges revoked.
- C. Disputes concerning the EMS bill shall be submitted by the user agency on a SEF Billing Correction Request form within 30 days of the date of the bill. The completed form shall be returned to the SEF division via email at [EMS.Billing@alaska.gov](mailto:EMS.Billing@alaska.gov), along with supporting documentation. The specific charges and nature of the dispute should be clearly explained on the form submitted by the user. SEF will acknowledge receipt of the correction request, via email, within two (2) business days of submission from the user agency. Upon receipt of the form, SEF will research the item in dispute and make a recommendation for disposition to the SEF headquarters accounting section. All unsupported, disputed charges shall be liquidated. The SEF headquarters accounting section shall remove the liquidated charges from the user agency encumbrance and shall issue a correcting agency journal (AJ) entry showing only undisputed charges. Valid charges will be re-billed by SEF headquarters. SEF headquarters will notify the user agency of the disposition of the disputed charges.

D. Replacement and operating fees are due and will continue to be billed until the vehicle is returned to the fleet and the Check Out/In Sheet is completed. The vehicle will be returned to the same location where it was issued unless prior arrangements have been made with the SEF district equipment manager. **Do not leave a vehicle at an SEF location and assume that the Check Out/In Sheet has been completed. User agency personnel must sign the Check Out/In Sheet and turn in all vehicle keys and the fuel credit card.**

ATTACHMENT:

SEF Billing Correction Request Form

## **AUTHORITY**

AS 44.68.230

## **IMPLEMENTATION RESPONSIBILITY**

SEF headquarters, SEF district offices and SEF user agencies

## **DISTRIBUTION**

All state agencies and DOT&PF department employees via the DOT&PF website

