Ohio | Department of Administrative Services

DAS Fleet Refund Request

*Bill to Agency: DAS01	
Employee Agency Name & Business Unit :	
Division:	Bargaining Unit:
Current Date:	Receipt Date:
Refund Amount:	
Name of Employee Purchasing Goods:	
*Employees OAKS Supplier ID #: (This is not the same as an Employee ID#)	*Invoice No:
Address Number and Street City State Zip	

Unit Number/Reason for Using Personal Funds:

Supervisor's Signature:	Title:	Date:

Enter Speed Chart Name or Chartfield String (Completed by DAS Fleet)					
Speed Chart	Fund	Account Code	ALI	Department	Program
	1220	560059	100637	DAS105925	
Grant/Project	Project	Serv Loc.	Reporting	Agency Use	Budget Ref.

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INSTRUCTIONS

The following instructions are for reimbursement of a fleet expense (Fuel or Maintenance) to a state employee using a DAS managed vehicle, should the State Fleet Card not work. The state employee would not use the standard Travel and Expense reimbursement process through the OAKS FIN; instead, follows the DAS Fleet Refund Request process below:

1. The state employee must be registered in OAKS as a supplier. If the state employee is uncertain if they are already a supplier in OAKS, they must contact the OSS Help Desk 1.877.644.6771.

2. If the state employee is not a supplier in OAKS, they must contact their agency's Human Resources Office. The agency's Human Resources Office must FAX the following HCM screen shots to Ohio Shared Services at 1.614.485.1039 or email SUPPLIER@OHIO.GOV.
   - VIEW NAME
   - CONTACT INFORMATION SCREEN
   - BIOGRAPHICAL DETAILS SCREEN SHOWING SOCIAL SECURITY NUMBER

3. Once a state employee has an OAKS Supplier ID, the state employee needs to fill out the DAS Fleet Refund Request Form provided by DAS/Office of Fleet Management. The completed form and a copy of the receipt must be submitted to DASFLEET@DAS.OHIO.GOV.

4. DAS/Office of Fleet Management will process the reimbursement via Ohio Shared Services.

   If assistance is required with this process, please contact DAS/Office of Fleet Management at:

   - Phone: 1.614.466.6607
   - Toll Free: 1.800.686.1521
   - DASFLEET@DAS.OHIO.GOV