



**From:** Derek Collins  
Director  
Central Vehicle Agency

**Date:** October 11, 2013

**Phone:** 1-877-787-6902

**To:** CVA Vendors

**Re: Repair Authorization Limit Increased to \$300**

Previously, operators of CVA vehicles have been delegated with the authority to purchase repairs from vendors up to \$200 at any one time without prior authorization from CVA. **CVA has raised the repair authorization limit from \$200 to \$300 effective October 1, 2013.**

This should result in saved vendor and operator time while awaiting authorization for small repairs. **Exceptions include tune-ups, flushes, transfer case and differential fluid changes, and windshield and tire replacement**, which have always required and continue to require prior authorization.

For payment of repairs and service less than \$300, prepare a charge invoice, including unit number and itemized repairs. This must be signed by the operator and mailed to CVA for payment.

The process for pre-authorization of repairs more than \$300 remains the same. After diagnosing or inspecting a CVA vehicle, if the estimated repairs with PST is \$300 or greater (CVA is GST exempt), call the CVA repair authorization desk toll free at 1-877-787-6902 to receive prior approval before proceeding with repairs.


If the estimate is more than \$300, we encourage you to email your detailed estimate including unit number and accurate odometer reading to [fleetserviceconsultants@gov.sk.ca](mailto:fleetserviceconsultants@gov.sk.ca) or if preferred, fax it to 306-787-5614 or call 1-877-787-6902. A picture of any leaks to be repaired should be provided with the estimate. Please await our approval before proceeding with repairs.

Please inform your staff of this change to ensure a smooth transition.

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**Please note the following information about MasterCard T-Chek Corporate Fleet Cards.**

1. **Do not charge mechanical repairs to the CVA Fleet Card. This is a fuel card only.** For payment, prepare a charge invoice including unit number and itemized repairs. This **must be signed by the operator** and mailed to CVA for payment.
  2. Do not ask the operator to sign both a credit card slip and a charge invoice for the same repairs. Their signature on the invoice is sufficient proof of goods and services received.
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Derek Collins  
Director, CVA

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