



From: Derek Collins
Director
Central Vehicle Agency

Date: October 11, 2013

Phone: 1-877-787-6902

To: CVA Vehicle Coordinators and Operators

Re: Vehicle Operator Authorization Limit Increase to \$300

CVA is pleased to raise the vehicle operator authorization limit from \$200 to \$300 effective October 1, 2013.

Operators of CVA vehicles are delegated the authority to purchase minor repairs up to \$300 at any one time without prior authorization from CVA. **Exceptions continue to include all tune-ups, coolant flushes, transmission flushes, transfer case or differential fluid changes, windshield replacements and tire replacements.** These services require prior authorization from CVA, even if the cost is less than \$300. Where authorization is required, vendors should call CVA at 1-877-787-6902.


This change responds to rising vehicle maintenance costs and the improved ability for CVA to monitor repairs through its new fleet management system. This change should save time for the vehicle operator and service vendor by eliminating the wait for authorization for small repairs.

CVA will be informing our vendors of this change. While it will take time for everyone to adjust to this new higher limit, vehicle operators can assist by presenting a copy of this memo to your service provider when seeking repairs on your CVA vehicle.

The payment process remains unchanged. Repairs are to be detailed on a garage work order/invoice charged to CVA. **The original copy signed by the vehicle operator** is forwarded by the vendor to CVA at 500 McLeod Street, Regina SK, S4N 4Y1.

If you have any further questions about repairs and authorization, please refer to your Operator's Handbook, or call 306-787-6902 or toll free 1-877-787-6902.

Vehicle operators should not try to charge repairs to the vehicle's T-Chek MasterCard fleet card. Continued efforts by vendors to swipe the card to pay for mechanical repairs will result in locking down the card so that the vehicle operator will not be able to use it at all without having it unlocked. The vehicle's T-Chek MasterCard fleet card is intended for fuel and small items such as oil, washer fluid and car washes at a fuel vendor only.



Derek Collins
Director, CVA

OCT 11, 2013
Date